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DICKSON 20th CENTURY LIGHTLINE SHORTHAND

by

A R C H I B A L D D I C K S O N
Author & Publisher

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This new and rapid lightline shorthand is easy to learn, easy to write, easy to read, and possesses proven speed possibilities of over 250 words per minute, thereby meeting the articulation of the most rapid utterances of the public speaker.

The phonographic characters in this Text Book have been processed and printed direct from the pen of the Author.

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E.M.K. July 8-29

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HISTORY

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After years of practical experience in writing and teaching the Graham, Pitman and Gregg phonographies, the Author of Dickson Shorthand, through inexhaustible tests on new and original principles together with a successful "try out" period of more than three years in Class Room competition with shorthand writers of the three best systems now being taught in this country; and, after having proven the adaptability and application of the carefully thought out characters finally determined upon and accepted to represent the sounds of all the letters, syllables, words, phrases and sentences of which the English Language is made up, has prepared in easy, progressive order,- primary, intermediate and advanced lessons, drills and exercises, letters and literary dictations, now all systematically arranged in Text Book form. As this Text Book is studied and mastered, the student quickly developes into a full fledged, rapid and accurate Dickson 20th Century Lightline shorthand writer, able to take dictations on the most difficult legal, commercial and scientific matter with the ease of the general stenographer of several years' experience.

Dickson 20th Century Lightline Shorthand is now offered to the public for the first time, and it is confidently believed that both the shorthand teacher and the student will not only derive great pleasure in the study of this new phonography, but will early realize its superiority over the old shorthand systems in their ability to take dictation faster and read their notes easier than their competitors.

ARCHIBALD DICKSON
Author and Inventor
DICKSON 20th CENTURY LIGHTLINE SHORTHAND

METHOD of PRACTICE

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To be carefully read, remembered and always followed to attain the highest rate of accurate speed in the least possible time:

The success or failure of a student depends largely upon the manner in which the fundemental principles are fixed in the mind. If the principles are practiced and studied in a half-hearted way and only half mastered, trouble is sure to follow; while, on the other hand, if they are written over and over in a careful manner at the beginning until a fixed hand is attained, success is just as sure to follow.

In studying the Reporter's Speed Words, the words illustrating new Principles, and the words of each successive General Exercise, the best plan of study and practice is to write across the top of a note-book or record book six or eight words of the Lesson in English, then copy carefully the correct shorthand outlines below the words. Now, proceed to fill the page writing the words alternately in shorthand and reciting them aloud (when possible) as you write them, and so on with the next six or eight words until a "LESSON," or Section is learned, and you are ready to take it from dictation, practicing from dictation and the immediate reading back aloud of the notes until the WORD LIST, LETTER, or LESSON can be taken fairly rapidly and the notes read verbatim without hesitation.

Author.

F I R S T L E S S O N

-----o-----

The ALPHABET: Copy in sections, as given, at least 20 times before attempting to write it rapidly. Write the characters slowly and carefully at first, noting the exact length, slant and curve shown in the Text-Book. A speed upward of 100 words per minute may be attained in much less time by the average student who faithfully follows this method of practice, at least while learning the Principles. Shade X and Z slightly in center. (Write characters downward and from left to right.) Use fresh clean ink and fine pointed smooth writing pen. (Pencil may be used later.)

FULL LENGTH CONSONANTS:

D B J V G(gay) L N

HALF LENGTH CONSONANTS

C F K M P R S W X Y Z H

LONG-VOWELS: e a i o u oi ow ew-ui

DIPTHONGS:

A L P H A B E T (Regular Order.)

A B C D E F G H I J K L M N O P Q R STUV W XYZ

T and D when standing alone are written downward at an angle of 60 to 80 degrees, but when joined to other letters, may be written upward or downward as it is most convenient. T and D when written upward at an angle of 40 degrees may express,-Tr, Dr; thus, T.D. (written downward); Tr, Dr (written upward.)

----------o----------

P. B. may also be written upward by inverting the downward strokes for P and B and writing them upward, thus--P B (written downward); P B (written upward); L is also added to P or B by writing the downward P. or B. upward and backward with or without an initial hook: if without the initial hook, vowels with Consonants must follow, as in,- play plain.

METHOD OF PRACTICING THE ALPHABETIC LETTERS

1 P.B.
2 T.D.
3 F.V.
4 K.G.
5 M.N.
6 R.L.
7 S
8 Y.I.
9 C.U.
10 O.X.
11 Q.Z.W.

---------o---------

Several carefully written pages should be filled with the above exercise, pronouncing each letter aloud as it is written.

LONG VOWELS

The long sounds of the vowels and dipthongs as heard in the words,-ream, rail, ripe, wrote, fury, boy, now, dew, respectively, are expressed, as follows:

e,-by a small circle.
a,-by a large circle.
i,-by a narrow loop, or by a small circle with horizontal dash beneath or at the side.
o,-by a small half circle opening upward, when alone, but forming a narrow hook when joined to consonants.
u,-by a small half circle (opening downward) when alone, but forming a large hook when joined to consonants.
oi,-by a small semicircle with a circle at the end.

(Vowels and Dipthongs Continued.)

ow,- by a small semicircle with a small initial circle within, but when joined to a consonant it may also be expressed by a large hook, with a small circle at the end within the hook.

ew,ui,oui,- by a dot within a large hook all as shown in the following illustrations:

LONG VOWELS and DIPTHONGS
With characters below representing them.

e	a	i	o	u	oi	ow	ew,-ui,-oui

Only the sounded letters of a word are written in shorthand. Semicircle Vowels may be turned in any direction when joined to Consonants as hook-vowels.

APPLICATION OF VOWEL AND DIPTHONG CHARACTERS IN W O R D S.

ENGLISH WORD	SOUNDED LETTERS LONG VOWEL SOUNDS	SHORTHAND CHARACTERS USED
ream	(r e m) --------	
rail	(r a l) --------	
ripe	(r i p) --------	
wrote	(r o t) --------	
fury	(f u r y) -------	
boy	(b oi) --------	
now	(n ow) --------	
dew	(d u) --------	

CORRECT METHODS OF FORMING SHORTHAND LETTER CHARACTERS OF THE ALPHABET INTO SYLLABLES, WORDS and PHRASES.

--------o--------

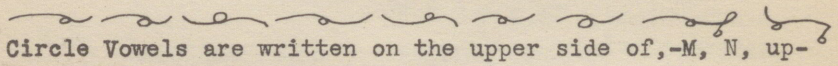
Begin each study practice by writing the Alphabet at least three times from A to Z. This requires only one minute of time and should not be omitted.

When S is joined to Consonants or Vowels, the character may be curved to the right or left, and be shortened as in the words,-Amos, ages,-(see words below.)

When S stands alone, it curves to the right, as in the words,-see, say, essay.

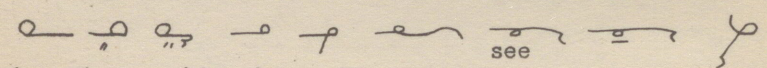
When circle vowels come between reverse curved Consonants, they are written on the inside of the first curved consonant,(except when L and R follow F and V, as in fealty.)thus,-

leak lake gale league gear wreak rake legatee fealty



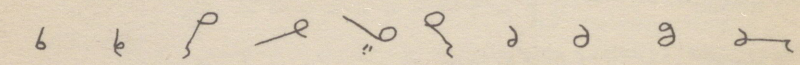
Circle Vowels are written on the upper side of,-M, N, upward T. D., and on the right side of the downward,-T D J, when alone, and on the most convenient side between straight and curved consonants; thus,-

Ann May Amos me meat meagre meals miles fades

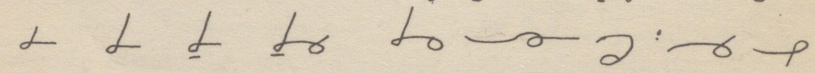


see

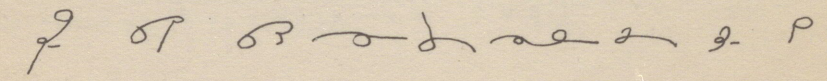
tea teas aids days Jay ages sea say essay scenes



team deem dime dilate delay grain repay late gate



abide abode abuse lane jail regain wheel wise ate



The first upward, downward or horizontal consonant of a word should rest on the line of writing.

By writing a following Circle or Hook Vowel on the opposite side of the Consonant to an initial Hook or Circle Vowel preceding it, when joined at the beginning and end of straight consonants adds,-R, ER, AR, IR, OR, UR, according to the vowel used, as in the word,-Ranier- Gaynor.

Use the small E-Circle at the end of a word outline to express the final syllable,-Y,-LY, -IE, as in the word,-lady, laddie, (Line 1.)

As shorthand outlines for words in the following (and all) exercises are always written the same, learn to write them accurately and speedily as you proceed with the study.

Circle Vowels between,-F. V. and R.L are written on left side as in the words,-fail, farm, etc.

GENERAL EXERCISE

1 Eva, age, air, ache, lady, Rainier, Gaynor.

2 pain, fade, face, fail, Fannie, fame.

3 babe, bail, bare-bear, bate, bane, bake, baptism.

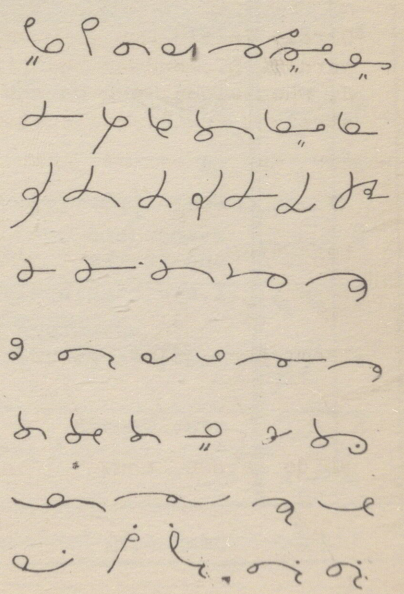
4 same, sane-seine, sale-sail, slay, lace-lays.

5 easy, eels, eke, key, lean, lease.

6 fair, farmers, fear, May, wheat, failure.

7 gale, league, raises, geese.

8 Hague, heed, hives, heels, hairs.



ALPHABETIC LETTER SPEED WORDS

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Ordinary conversation is principally made up of simple oft repeated words, and suggestive Alphabetic characters are employed to represent some of them, hereafter termed,- REPORTER'S SPEED WORDS. (Recite as you write,-"A" is ABLE, ABLE-TO; "B" is BE, BY, etc. until the list is memorized.)

A		able, able-to	L		well, will
B		be, by	M		may, am, come
C		see, sea	N		in, not
D		do, defendant	O		O! Oh! owe, over
E		we, with	Q		accumulate-tion
F		for	R		are, our, hour
G		go, good	S		is, his; as, has
H		he	T		to, too, two
		the; (phrase)			
H		a-an; (and- and-to-the	U		you-r-s
I		I, eye, high; apply advantage	V		have
J		just; large	W		would
K		can, Canada	Y		why
		Dear Sir:			Yours truly,

The O-Vowel Semi-circle may be slightly lengthened and turned different directions to express the following words and phrases:

The word,-the may be added to,- of, or, on, all, by raising the character above the line of writing.

SEMI-CIRCLE SPEED WORDS AND PHRASES

of, or, on, all; of-the, or-the, on-the, all-the.

Lowering the characters below and against the line of writing, adds,- YOU, YOUR, YOURS: thus,-

of-you-r-s; or-you, on-you, all- you; of-us, of-his all-of-us

To enlarge the outline for,-of, or, on, all,-adds one of the other three words; dot within hook adds the above line and OUR,- on line, thus,-

of-all; or-all; on-all; all-of; of-all-the; or-all-the or-all-of-the

on-all-the; all-of-the; all-of-you-r-s; on-all-of-your-s on-all-of-the all-of-our

(write upward) (write downward)
at-the; at, it; it-would; to-the; in-a-an-and; he; of-a-an-and

in-the; know-the; have-the; for-the; see-the; say-the; from -the

We-have; out-how; out-of; out-of-the; out-of-you-r-s; out-of-all -the

PUNCTUATION MARKS

---o---

Period ____ ;Paragraph ____ ;Interrogation __x__ ;Dash ~~~~.
Proper Names and Capital Letters " ;Parenthesis [ ] .
(Write the quotation marks below the proper name.)

EASY SENTENCES IN BUSINESS LETTER FORM

1st LESSON LETTER.Copy 10 times.Transcribe two or three times.

Mr. James Bailey,
Napa, California.

Dear Sir:

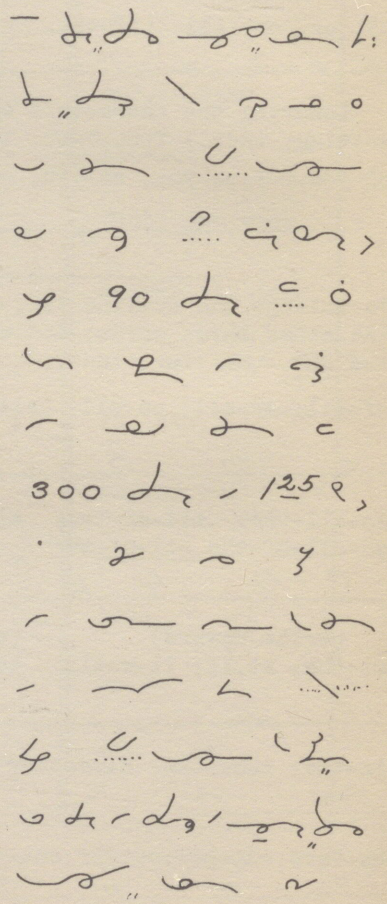
Jim Bellows just wrote me we can sell all of the grain we can raise on the Holmes Acres.

Keep 90 bales of the hay for our cattle and horses and make sale of 300 bales at $1.25 each.

The wheat, rye, oats, and corn are not for sale.

It will be to our advantage to keep all of the grain for the S. P. R. R. Company teams and bakeries at Niles' Valley Grade, California.

Yours truly,
(90 words)



SECOND LESSON

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THE FOUR CIRCLE-SHORT-VOWEL-SOUNDS ARE
Expressed by placing brief dashes beneath the
Long Vowel Circles.

The short sound of a as in the words,-bat, fat, rat, cattle, is expressed by writing a vertical dash beneath the large long sound A-Circle.

The short i sound, as in the words,-lit, bit, did, difficulty, is expressed by changing the Horizontal I-Dash to a vertical dash beneath the small E-Circle.

The short sound of e as sounded in the words,-bell, better, teller, helper, is expressed by a brief J-Dash, written beneath the E-Circle.

The sliding a (sounded ah) as in the words,-jar, car, farm, calm, barn, is expressed by a brief J-Dash written beneath the A-Circle, thus,-

APPLICATION OF SHORT and
SLIDING CIRCLE VOWEL SOUNDS

Vowels: ă ĭ ĕ ä-(ah)

Characters:

Application:

Transcript: fad,lit,bell,jar.

-----o-----

SHORT (CIRCLE) VOWEL SOUND

In outlines where no mistake is likely to be made in reading the notes, the dashes expressing the short sounds may often be omitted.

A very small final loop written on bottom of M, N top of the upward T, D, and on the left end of downward T, D,-adds Tel, DEL (Line 12)

GENERAL EXERCISE

1 alert,alloy,aghast,agate.

2 amiss,eratic,guessed,eggs, error.

3 arrest,attic,atrophy,ague, allege,kettle.

4 cattle,metal,medal,mellon, fellon.

5 Harris,Kellog,Harrison,kidnapped Jennie.

6 mellow,celery,salad,wets,lips.

7 lead.lid,led,lied.

8 beat,bit,bet,bite,bought,boat, boot.

9 dean,din,den,dine,dinner.

10 lemons,figs,jelly,apples, appeal.

11 beetles,calmly,battle,dark, park.

12 melodrama,Aristotle,delegate.

13 Thomas Edison,grey,grim,merry.

14 ticket,takes,deacon,Denny, Allegheny.

NEW WORD OUTLINES

-----o-----

Practice until memorized any new unexplained word-outlines given to make sense in a sentence, as the "Principles," governing their construction will soon be reached, thus presenting the shortest unchangeable outlines for all words throughout the entire text. (Requirement,-60 words a minute.)

2nd LESSON LETTER

Miss Jennie Lane,
Mobile, Ala.

Dear Miss Lane:

Jim and Mary Lee will take the basket of apples to the market in the new Auto on Saturday.

Dan Sloan said he would make an effort to sell all of your cattle and hogs in Geneva.

Eva and Ella will meet you at the Key Route Inn any day you may say.

The heavy logs are all loaded for the mills on the Bay. We are selling the logs to the Goelet Milling Company at $30. per 1000 ft.

Yours truly,

(90 words)

THIRD LESSON

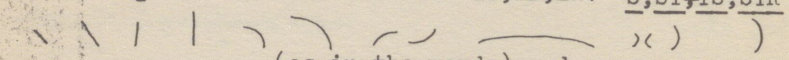
-----o-----

DOUBLE CONSONANT CHARACTERS

The following Double and Trebble Consonants always come together in certain classes of words, and are represented by single stroke characters. (write upward)

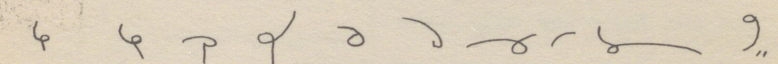
thus,- (write downward) nt mt (Lengthened L)

sh ch ng nk th thr nd md -LT,LD,LN: S,ST,TS,STR



(as in the words) and

fish,fetch,wrong,bank,they,throw,land. „ filled Easter



FINAL SYLLABLES

The final syllables of words ending in,-

-ing, -ings, -es, -ed, -tion, -tions,

are expressed, thus,-

-ING By a dot at the end of the root word.

-INGS By a small disjoined S curving to right or left written in ING-DOT place.

-ES By a small S joined curving to right or left.

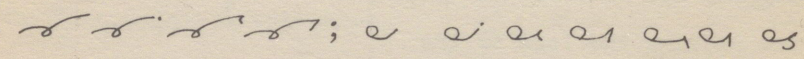
-ED By a brief T joined and written upward or downward as most convenient.

-TION By sh joined to the rest of the word.

-TION$ By a vertical quarter-length NK.

-SES-ZES By a joining of the two S-Curves inversely, thus,- as in the word,-axes (bottom of page.)

reap-ing--s--ed ; Act---ing---s---ed--tion-s; axes



These word endings are used in the same way in all the words of the Language where grammatically applicable. In printed matter the "semicolon" is used to separate word endings of a given outline,as,-reap-ing-s-ed;act-ing-tion.

Final U opening downward, joined to the preceding consonant, may express,- UE,-URE,- TURE,- TUDE, as in the words,- issue, fissure, rectitude.

Initial SPR with E and A vowels preceding NG, NK is expressed by E or A-Circle on the left side of stroke, as in the words,- spring, sprang, etc. -Final KLING,GLING,- expressed by E-Circle in Ing-DOT place, as,-sprinkling.

GENERAL EXERCISE

1 issue,tissue,fissure,leisure, treasure,measure,insure,rectitude.

2 sashes,ashes,crashes,lashes, mashes,dashes,fashion,nation.

3 cash,gashed,trash,mashed, joshing,shock,shaggy.

4 nations,mission,motion-s, omission,omissions.

5 emotion-s,erosion,ration,tradition,vision-s,evasion.

6 batch,latch,latchet,satchel, etchings,hitched,hatched.

7 riches,teaches,Richard,angle, bangle,anger.

8 gangs,fangs,gong,young-er, hung-er.

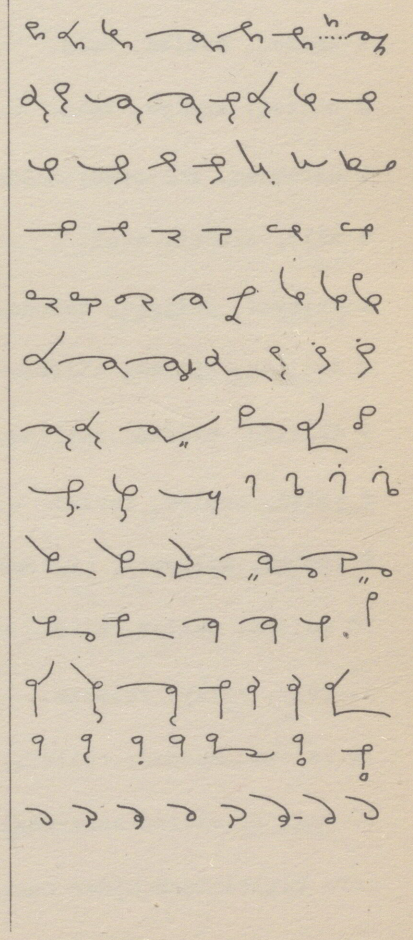
9 jingle,jangle,jungle,Langley, Longley.

10 kingly,mingle,ring-wring,rang, king,ink.

11 pink,jinks,links,mink,sing, sink,tinkle.

12 spring-s-ing; sprang; spring-lock; sprinkling; mingling.

13 though,those,these,this,thus, thrice;three-thoroughly; threw,-through.



FOURTH LESSON

-----o-----

DOUBLE LENGTHENING L--PRINCIPLE

T, D, -et, -ed, may be added to words ending in L-Consonant by doubling-lengthening the L-Stroke, as in HAILED, HEELED. To double length L-Consonant beginning a word, expresses R-L, as in the words,-RELY, RELAY (line 11.) A Circle or Hook-Vowel written on the reverse side of curves adds,-S, as in, -SOLD.

GENERAL EXERCISE

1 hailed, heeled, hold.

2 sailed, sealed, sold.

3 hallowed, fallowed, slide.

4 slid, slowed, slat.

5 delayed, delight, delude.

6 tallied, filled, billed.

7 drilled, milled, spilled.

8 poled, pooled, fueled.

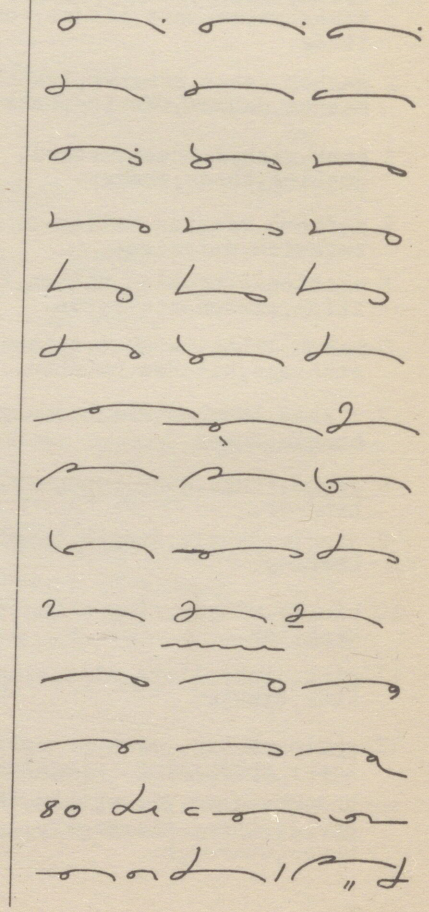
9 fooled, mellowed, pillowed.

10 walled, wailed, wild.

11 rely, relay, release.

12 relent, reload, relief.

80 bags of milled corn meal were billed to Boulder Dam.



Final -LT -LD -ALT -AULT -AWLED -OLD -ULT

Use lengthened L following the long sounds of O, U, OO, UE, as in bowled, fold, fueled. The sound of ALL in words is expressed by the Angle AW-Dipthong, and ALT, AWLED by adding the brief up-curve -LT, -LD as illustrated.

GENERAL EXERCISE

Learn as given abbreviated outlines such as,-VOLT,VOLTMETER.

1 bowl,bowled;ball-bawl,bawled.

2 coal,cold;call,called;called-your-attention;appalled.

3 hole;hold-holed;haul-ed,drawled.

4 mould;malt;fold,fault;falter.

5 folds,faults;holds,halters; haughty.

6 poultry,paltry,salt,sultry; Garibaldy.

7 rolled,strolled,sold,scalded.

8 scolded,snarled,double-barrelled.

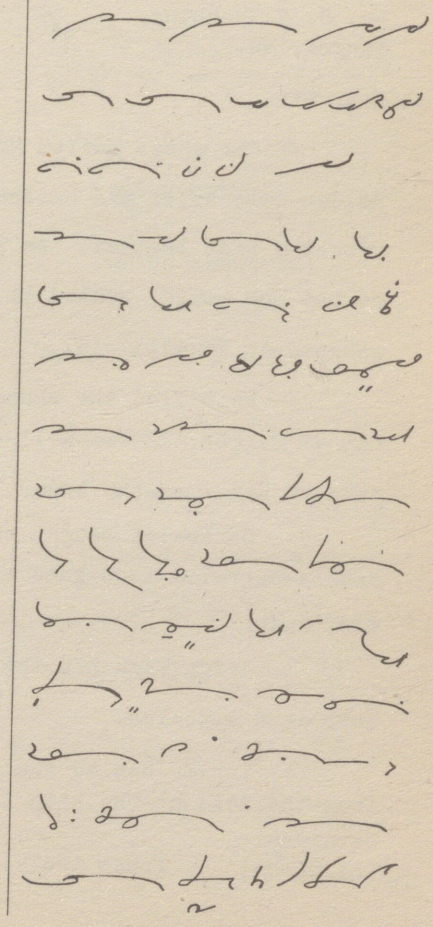
9 volt,voltage; voltmeter, scaled,derailed.

10 fielder,Reinhalt faulted and revolted.

11 Bewildered Walter ran helter.

12 skelter into the wilderness.

13 Gentlemen: We mailed the rolled gold pins to you by Parcel Post. Yours truly,



3rd L E S S O N L E T T E R

L-t,L-d principle words applied in business letter form. Final T may be omitted in such words as,-last, best, as illustrated in "Lesson Letter" given below.
Dictate 10 times. Read notes aloud. Make transcripts.
Speed requirement: 70 words per minute (or better.)

Mr. C. G. Robbins,
Bangor, Me.

Dear Sir:

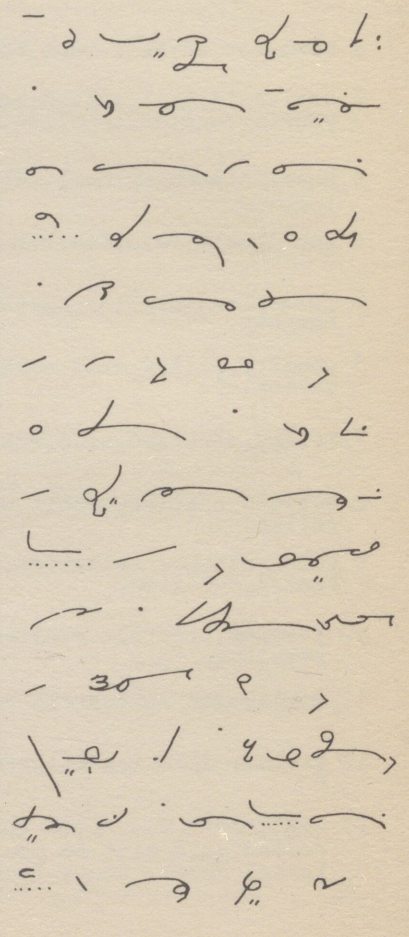
The shoes mailed Mr. Holden were soled and heeled with-the best leather. We packed the box solid, sealed it and shipped-it immediately.

We billed the shoes to-him at Bangor, and-we-will-not-release him from-the order.

Garibaldi bought the double-barreled shot-guns at $30. each.

Judge Mack had the auto case appealed.

Taylor hauled the coal from-the hold of-the ship last Saturday.
(81 words) Yours truly,



REPORTER'S SPEED WORDS

The speed word characters are to be written in exactly the same position as shown in the Text,viz: on, through; below and against the line of writing. A change of position generally means more words added. Copy the page several times in the exact order given. Recite words aloud as you write them, and the list will become memorized without any unusual effort. Slightly shading adds,-BE, TO-BE.

1 just-ice;advantage-large;advantageous;larger;do,did,to-do; change-judge;charge.

2 agent;advance;there-ir,-they-are;either;other;ever-y;very.

3 better;between,book,become, fact;favor-far; few; had.

4 what, had,order;but-put;people;hope-party;happy-happiness.

5 shall-which; each, that;these; those;thus;think-thank, they.

6 with;if; a-long;see,say;so-saw;sorry-sorrow;us-use; was.

7 sure-ly;ship-ing-ed-s-ments; show,shows,shown,showed;should-do;like.

---

8 as,has;is,his;is-as,as-is-(his has);;as-to;as-to-the;as-to-a-n;;as-to-be;;as-that;is-that; it-is-has;it-is-(has)what.

9 city-ies;immediate-ly; kind; write; wrote; return.

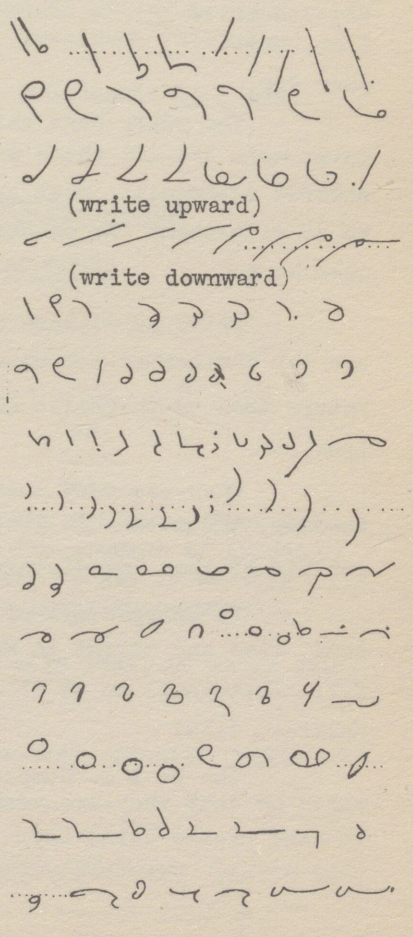
10 receive-d;I;you-r-s;we-have; we,we-could;she,him,her.

11 would,who-m;world,war;worth; worry-worthy;ought-(to);market.

12 unable-(to);able-(to);; accomplish-ment;to-be-able-to; after;where;acquaint;apply.

13 them,then,she;which-we; some, soon;among; should-we.

14 extra;always;also;cause-because;result;organize-ing.



4th L E S S O N L E T T E R

-----o-----

The following STUDENT'S LESSON LETTER is to be copied and practiced until it can be taken from dictation in neatly written notes approximately the size of the Text at the rate of 75 (or more) words a minute, and 5 of the dictations transcribed on a typewriter. Words joined by hyphens are written in shorthand without lifting the pen; such phrases include words implied.

Mr. Joe Mills
Linn, Mass.

Dear Sir:

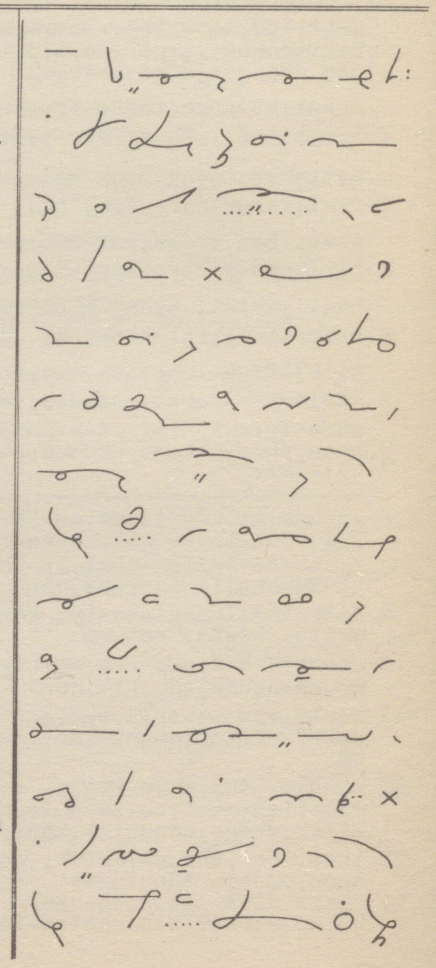
The paper bags shipped-to-us here are-not those we ordered in-Lowell. What shall-we do with-them? We cannot use them here.

Write us without delay and say whether-or-not we-shall return them to-the Mills in-Lowell.

They-are very-much in-the-way, and we-should-like to-get rid of them immediately.

We-shipped all-of-the coal, lime and cement to Malone, N.Y. What-shall we do with-the railroad ties?

The B. & O. Company wired us that they-are very-much in-need of-the baled hay.
(109 words) Very-truly-yours,



F I F T H L E S S O N

THE O-HOOK VOWEL

The sound of o, as in the words,-dough,rose,fold,-is expressed by the lower-half of a small circle, as originally shown in the Alphabet. By placing a brief vertical dash beneath the o-semi-circle, the short sound of o is expressed, as in the words,-dock, lock, rock; by changing the vertical dash to a J-dash, the sound of,-aw is expressed, as in the words,-law, lawn, taught, fawn(Note following examples.)

The o-vowel may be joined to all consonants by a small hook:

APPLICATION OF THE ABOVE PRINCIPLES

VOWELS:	LONG SOUND	SHORT SOUND	AW,AU-SOUND
	o	o	o
as in the words,-	owe,Oh! foe,no!	dock, rock knock.	law, balk talk.

The O-Vowel Word-Drills given in the following "General Exercises" are sufficient to enable the student to immediately determine the proper O-Character to use in writing any word in the English Language requiring these vowels.

To lengthen K, G, or(L,) speed word will adds,-N. as in the words:

oaken, waken, token, deacon, blacken, cannot, will-not

We cannot and will not weaken the oaken baluster.

THE O-HOOK VOWEL PRINCIPLE

P, B when followed by o or u Hook-Vowels,-as in the words,-poe, poem, are generally written upward. O-Hook-Vowels are written on the right of down straight strokes, below M and N and on the inside of curves, as in,-mode, poach, cope.

GENERAL EXERCISE

1 Poe,poem,poker,posy,poach, pouring.

2 Polar,Polish,poney,polled.

3 potion,Pope,poet,potatoe, polly.

4 beau,bony,bonus,boat,bowl-ing-alley.

5 bowls,Bowman,abode,Bouquet, boring.

6 pots,pods;pottery;bought, bodice.

7 Abbot,mode,modest,moody, muddy.

8 toad,toddy,cope,coop,cup.

9 tomaine,Thomas,coach,rove, rough,roof.

10 loader,lots,loose,rods.

11 rocks,rugs,rogues,robes.

12 code,cod,cored-cord:caught-can-quote;Cora,Coleman.

13 boards;boarder-border:board-ing-houses,location,vocation.

14 fall,full;Paul,call,ball, tall,tool.

INITIAL O-VOWEL APPLICATION

When O is the initial vowel in a word, use the Angle-O-Vowel preceding all consonants, except,-M, N, R, L, and the upward P, B, Pl, Bl on which use the Hook-Vowels.

Use Angle-O-Vowel to express,- OC-, OB- as in "obsequies." A dot written in the middle after a consonant expresses,-Tr, Dr, Thr, and when written after the end of a consonant, expresses,-R with a vowel preceding it,-as in,-"offerings."

1 oaken-embrasure,oats,oft, offerings.

2 often,augmentation,odd,audit

3 auditorium,author-ize-ation audacious,audacity.

4 audible,auto-motor,autopsy, obdurate,odly.

5 odious,odium,odorus,offen-sive,octogenarian,occupy.

6 odor,oblation,auto-bus, obsequies,obscene.

7 observation,observe,ob-struction,obsolete.

8 obtrusive,obtrude,obvious, optician.

9 optics,opulence,ornamenta-tion,orally.

10 obligation,obligatory,ob-ligated,oblique.

11 oblivious-ion,obstacle, obliterate.

12 open-opinion,object-tion-s-al;opponent.

13 auxiliary,occasion-ocean: oppose-ition;ordain-ance.

14 ordinary-ily,ordeal,ordin-ation.

THE U AND OO HOOK VOWELS

The Alphabetic U is enlarged to express the Short Sound of U, as in the words,-gull, duck, luck; the Short Sound U-Character with a Vertical Dash beneath expresses the short sound of oo, as in the words,-pull,took,rook; and, with a brief J-Dash beneath, expresses the long sound of oo as in the words,- aloof, roof; thus,-

APPLICATION OF THE U and OO HOOK VOWELS

SHORT SOUND	SHORT SOUND	LONG SOUND
U	OO	OO

(as in the words,-

fur,duck,luck;rook,took,nook; aloof,roof

The Long and Short Sounds of the oo-vowels (or dipthongs) may also be expressed by an Initial Hook on the left side of,-SH, CH, J, and downward T, D, and on the bottom of M, N, and the Upward T, D., This Principle is generally used when the Long and Short sounds of oo come between Consonants. Adequate illustrations and examples as to the proper method of applying the above Principles are given in the following U, and OO, Exercises.

Remember: A DOT written on the right side and at the end of Strokes, and below and near the end of Horizontal Consonants adds,-er,ar,or,-as in,-Louvre.

The same dot in the middle after the consonant adds,-t-r, d-r,-with a vowel between, or after, as in the word Laundries (Line 6.)

tellers, salary, propellers, bachelor, mariner

Senator Andrews called at-your office yesterday-morning.

The long sound OO expressed between consonants by a small Initial Hook written below horizontals,-M. N., and on the left side of down straight consonants.

Where two consonants join forming an angle without a circle vowel, the Angle-Point may express the long or short sounds O, U, and OO Vowels, as in,-JOB, JOLLY, BOOK, etc. (line 12.)

GENERAL EXERCISE

1 coal, call, cool, cull.

2 goal, Gall, ghoul, gull.

3 coats,cots;folding;faulting; lotteries.

4 fooled,fueled;lauding,loading.

5 alluded, loot, pole, pool.

6 mote,motor,Mott,moot,mute, laundries.

7 hot,hut,hoot,hurt,hunt,hand-hundred.

8 moan,moon,known,Nun-none.

9 noon;foolhardy,foolish; juiciness.

10 Jute-mill;junk-et,Boon, boom.

11 boomerang,bunky,monkey,donkey,bunker,drunk.

12 mood,rude,chose,choose, shoes,Thomas,Tudor's,tomb.

13 job,jolly,drudgery,pure-poor,foot,food.

14 Loomis,loop,cooper,looseness, lucious.

-----o-----

IT-IS, IT-HAS,-expressed by a light dot written after the middle of an up or down stroke SPEED WORD written through the line of writing; when the dot is written in the middle, before, it expresses,-IT-IS-NOT,-IT-HAS-NOT. The W-DASH in the middle after, expresses, IT-WAS; written before, expresses, IT-WAS-NOT. To enlarge I adds,-AM,-or WILL; below line, adds,-WOULD; BE, TO-BE added by shading,-as, SO-AS-TO-BE. Reverse E,-adds,-ly.

1 such;such-is-(as,has);so-much; is; is-not;was; was-not.

2 so;so-is(as,has);so-as-to-be; I;that-I;that-I-am;that-I-will; that-I-would;that-I-would-be.

3 as-it-is, as-it-is-not;see-it-is-(is-not);so-it-is-(is-not); say-it-is,say-it-is-(has)-not.

4 for-it-is(is-not);if-it-is(is-not)which-it-is(is-not);that-it-is(not).

5 for-it-was(was-not);if-it-was-(was-not);that-it-was(was-not).

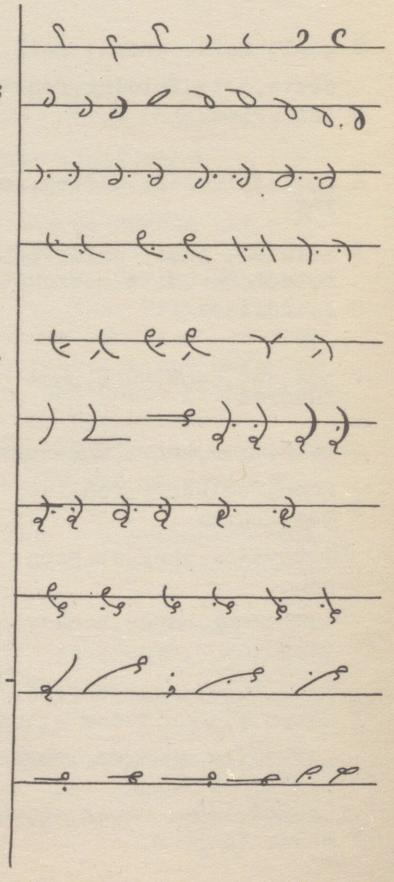
6 it-is;it-is-not; necessary;it-is-(is-not)-necessary;it-was-(was-not)-necessary.

7 see-it-is-(is-not)-necessary; say-it-is-(is-not)-necessary; so-it-is-(is-not)-necessary.

8 if-it-is-(is-not)-necessary; for-it-is-(is-not)-necessary; which-it-is-(is-not)-necessary.

9 be-necessary;but-it-is-(is-not)-necessary.

10 mere,merely; near,nearly; entire,entirely.



5th L E S S O N L E T T E R

On O U and OO HOOK JUNCTION PRINCIPLE

Memorize all new Speed Words and Phrases as given in all "Student's Lesson Letters"-as they should always be written as illustrated. (Speed requirement,-80 words a minute.)

Mr. J. M. Ball,
Reno, Nevada.

Dear Sir:

Practice over-and-over, again-and-again the following sentences which-will aid-you in applying-the O-Hook Principle:

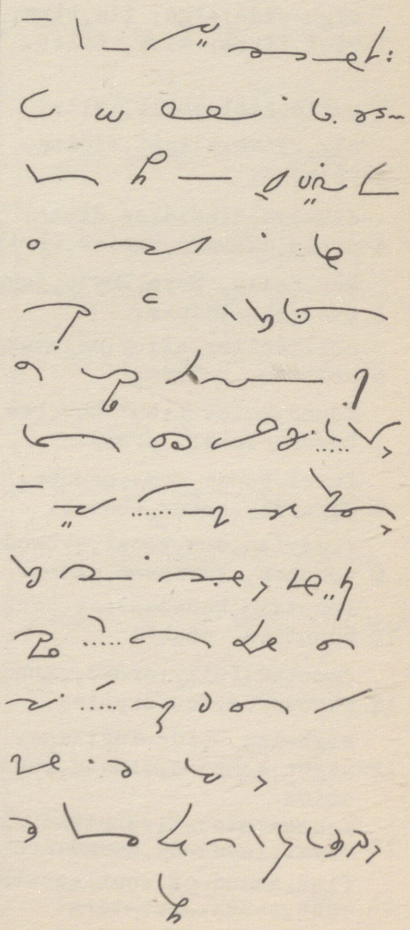
We lauded the fast loading of-the ship which was fueled with crude-oil by workmen who-had fooled around all day waiting-for-the job.

Mr. Mott put-the mooted motors in-the Jute-mill which-also run the laundries.

Thomas Tudor wrote-me that-the old peach-trees were rotting at-the roots, so we-will order young-trees this fall.

These jolly books are much food for serious thought.

(102 words) Very truly yours,



SIXTH LESSON

APPLICATION OF THE DIPTHONGS

I OI OW

Final Circle and Hook Vowels on the left of down straight Consonants may add,- R or N, as in,- dine, tire.

GENERAL EXERCISE

1 sigh-side;sign, tie,tire; ties,tires; tiny, files.

2 guile,Lisle,mile, Nile.

3 sly,slime,slight,riding, riled.

4 die-dye,dine;dies,dines; dials,diamond,thrice,thrive.

5 boy,doily, Hoyt,Hoyle,joy-ous-joys;join-s.

6 coil,loiter,alloy,moisture, moisten, poison.

7 found,voice-s;out-how;bow, bower, dower, prowd.

8 fowel,gouge,cows,arouse, cowardly,cowed,towers.

9 rowdyism,vow,vowel,avowed, voucher, surround,wound.

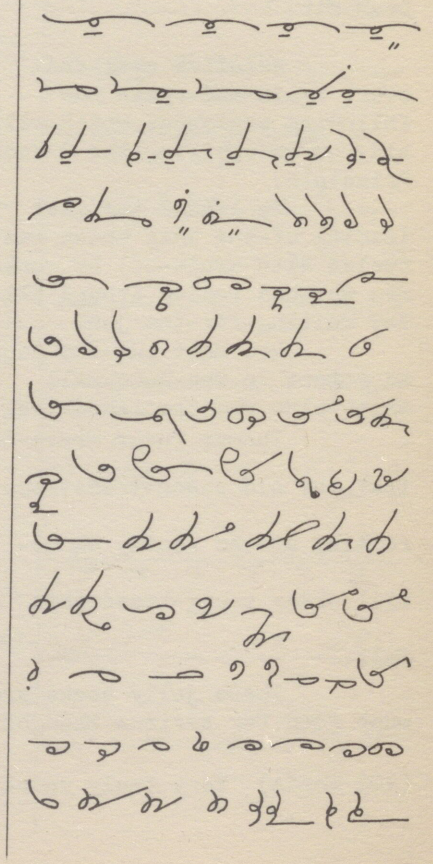
10 fountain,bounded-ary-lines, bounties, doubt.

11 doubted-fully;crowd,astound, rebounded,foundry-ies.

12 sigh-ing,-side-ing;like; night;house-s,mine-d,found-ation.

13 mountain-s,write-right,soil, royal,loyal-ly,round,around.

14 find,sound-ed,south-south-east,south-west-tern.



UNUSUAL VOWEL SOUND COMBINATIONS

such as,-

Ea-ae; ia; oa; iola; ue, ieu,- as in the words,- sceance, science, Balboa, Viola, fuel, Louis; Louise; all are written as shown in the following,-

GENERAL EXERCISE

By:

ea,ae ⊙ sceance,Leah,India,pay-ee,piano,aviation. 1

ia ⊙ science,giant,via,pli-ant,Diana,dietary. 2

oa ⊙ Moapa,Balboa,Noah, boa, Samoa. 3

io ⊙ Tioga,lion,Diogenese, Rio de Janero. 4

iola ⊙ Viola,violate-d-s-tion-s. 5

ue,ui ⊙ ague,fuchia,tuition, lieu,few,dew-due. 6

usi ⊙ Lowe,Louis,stew,Louise, sewerage. 7

ieu ⊙ Couie,Louige,Peru,Duke, Ruben. 8

9 Deluth,Moosehead-Lake,woo, Zoo, Hindoo.

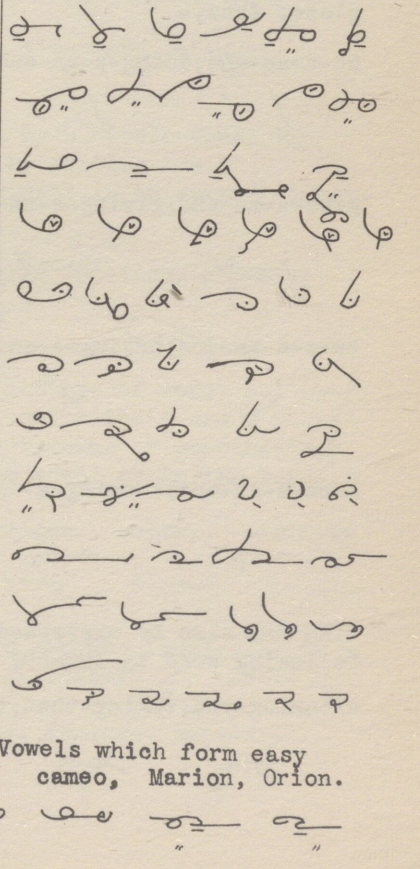
10 illuminate,rheum,balloon, racoon.

11 jiboom,festoon,furious, various,curious.

12 cupon,muse,music-cally, musician-s.

Write in natural order Consonant-junctions, as in Owen,Cohen,olio.

Vowels which form easy cameo, Marion, Orion.



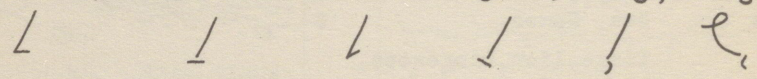
SEVENTH LESSON

-----o-----

JOINED and DISJOINED A-AN-AND, and THE TICK

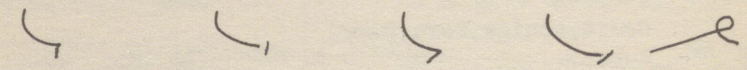
A-an-and may be joined to any word by a brief vertical or horizontal dash, (called the A and The-Ticks) forming an angle with the consonant to which it is joined; THE may be joined to any word, by a brief J or T-Tick; ING-A-AN-AND and ING-THE may be expressed by writing the A or The Ticks in the ING-DOT place, and INGS by S written in the ING-DOT place, thus,-

do-a-an-and;doing-a-an-and;do-the;doing-the; doings,savings



give-a-an-and;giving-a-an-and;give-the; giving-the,money

have-a-an-and;having-a-an-and;have-the;having-the,draft



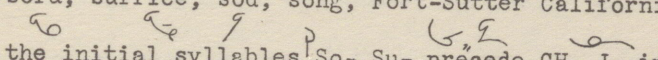
know-a-an-and;knowing-a-an-and;know-the; knowing-the man

-ING may also be expressed or implied by beginning the following word in ING-DOT place, thus,-

allowing-you;taking-that;thinking-of-the;mailing-it-to-you-r

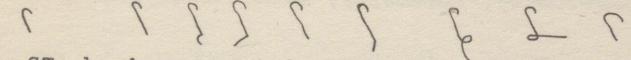
S--JOINED TO OTHER LETTERS

When S stands alone, curve it to the right. Initial S curving to the left may add,-R. So, Su, when the initial syllable of a word, may curve to the right or left; when curved to the left, incline the stroke slightly, as in the words,-sofa, suffice, sod, song, Fort-Sutter California



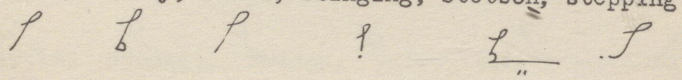
When the initial syllables So- Su- precede CH, J, in words, they may be expressed by a small Hook written at the beginning on the right side of the strokes, as in the words,- (SPEED WORDS)

such suggest-s-ed-tion-tions-tive-ness, of-such



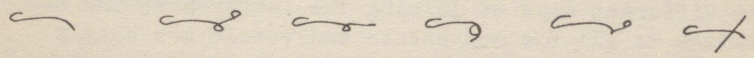
When ST- begins a word followed by a Circle-Vowel and T, D, NG, NK it may be expressed by writing the S through from the left of the Consonant in an upward direction, as in the words-

stead, steady, staid, stinging, Stetson, stepping



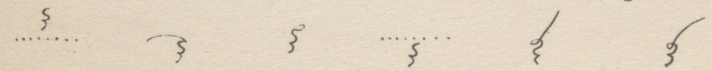
When So- Su- are the initial letters of words followed by curved Consonants R or L, write the O and U Hooks on the reverse or top side of the Strokes or consonants R L to express an Initial-S with the vowel as in the words,-

soul-sole solitary solumn solace sultry solidity



Double the S with angle between to express final-STS, as in the words,- fasts ;masts ;beasts ;rests

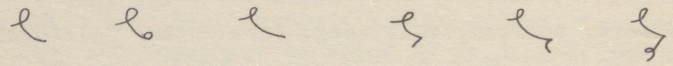
insists, resists, exists, consists, desists, persists



S---JOINED TO OTHER LETTERS

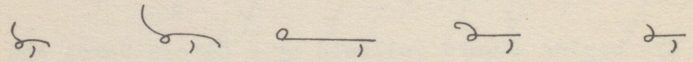
Write S upward before F V and from the left through the line when followed by circle vowels, as in the words,-

safe, safely, several, sifted, sieves, sifters



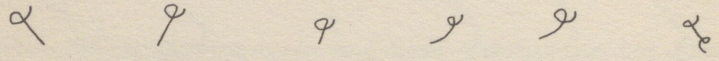
S---disjoined and written beneath the last preceding consonant expresses (with any vowel preceding)-the syllable-sounds of "city" as in, osity,- icity,- acity,- ticity,- plicity, as in the words,-

ferocity, velocity, immensity, authenticity, simplicity



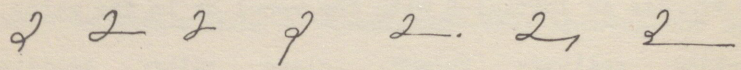
When STR- precedes any of the Single or Double Consonants written downward, express same by writing the S through from the right backwards, as in the words,-

strange, strayed, straight, strip, strap, stretchers



S---preceding downward P. B expressed by a small Initial Hook within the curve, as in the words,-

space, span, spend, spade, spinning, spiggot, specimen



The different ways of joining the letter S to the best advantage to all the consonants and vowels are easily learned by writing the few words illustrating them repeatedly until memorized which will instantly suggest the correct form to be used in writing all similar words of the language.

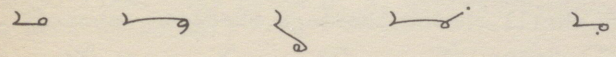
S---JOINED TO OTHER LETTERS

When S precedes Pl Bl write the natural P. B. upward and backward which stroke expresses,-pl bl, as in the words,-

supply-s-ed-ing; supplant, splinters, splahing, splendor

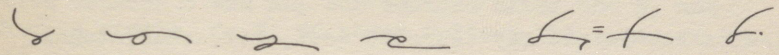
Initial S may also express the Initial Syllable,- SUB-SUC--- as in the words,-

submit, sublease, subjoin, subletting, submarine, subsist



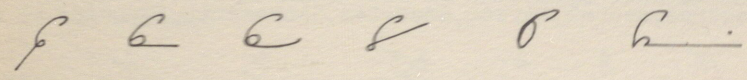
When S with a Circle Vowel comes between a straight and a curved, or two reverse curved consonants, the S and Circle Vowel may be expressed by writing the Circle Vowel on the back of the reverse side of the preceding consonant, thus,-

vest, castle, counsel, reason, price-list, presenting



By writing the upward P or B downward, R is added and S may be joined at the beginning by a small Initial Hook, the combination expressing,- SPR-SUPR,- and shading add F or V as in the words,-

spread, sprain, sprag, supersede, superfine, superhuman



S---JOINED TO OTHER LETTERS

SPR (with circle Vowel) preceding NG,NK expressed by Initial Circle on left side, as in,-

spring, Spring-Valley, springing, spring-board, spring-mattress

SQU (skw-sound) with a circle vowel following is expressed by a brief S joined to W, as in the words,-

square, squat, squander, squeamish, squint, squadron, squash

SHR-,SCHR, with any vowel sound between the H-R is expressed by SH--Character with a Small Initial Hook on the left,-thus:

Schrader, shrimp, shrill, shrunk, shortage, shredded, charade

ST--ARROW POINT VOWELS may be joined to either and of a Consonant (without a circle vowel) and expressed within the point,- the long or short sounds of,-O, U, OO, as in the words,-

stop, stood, stock, coast, Post-Office, lowest-lost, must-most, dust, August

Final Arrow-Points may express: -est,-ist,-ence,-tence, dence, as in the words,-madest ____; gamiest ____; remittance ____.

SKR--SCR: with a vowel coming before or after the CR, KR is expressed thus,-

sacra-scra; secre-scre; sicri-scri; scor-scro; screw, sesure

as in the words,-

Sacred, scared, secret, scream, Socrates, Sacramento, scruple

CH-R, J-R by small Initial Hook on left side, as in,-

George Jury Germany Jordan Charles

S---JOINED TO OTHER LETTERS

When SW--is followed by a long or short circle or hook vowel, it is expressed by joining the Reverse-S-Curves together and writing the circle or hook vowel on the lower left side of the Double-S-Curve, thus,-

Swa----Swe----Swi----Swi----Swo----Swoo

as in the words,-

swim, swell, swirl, swing, swedge, sweet, swayed, swap

(A brief final loop below M, N, expresses,-TEL,DEL, as in the word SWINDLES.)

swept, switch, swallow, swoop, swindles, swear, swore, sway

K and G may take an Initial Top Hook to add,-L, and the character is called,-Kel, Gel; by writing S at the beginning of KL, GL,-SKL is formed. Circle vowels may be written between S and KL, but sounded after the k, and without a circle, O, U, OO sound follows skl--, as in the words,-

scale, skilful, scholar, scholastic, school, scolloped, scolded

SCHL,SCH-L,-with a vowel before or after the L, is expressed by a BRIEF-INITIAL-HOOK on the RIGHT side of SH, as in the words,-

Schlitz, Schlieman, shellac, Shelby, Schlegel, Schley

6th STUDENT'S LESSON LETTER ON THE JOINING OF- S -TO OTHER LETTERS.

(Speed requirement,--85 words per minute.) To be practiced, then taken from dictation at least ten times and notes transcribed.

Mr. Shelby Schley,
Sacramento, California.
Dear Sir:

Write over-and-over again-and-again the-following sentences,-

1 We-will ship-the sofas to Sacramento immediately upon their arrival here. 2 Such suggestions cannot-be taken seriously just-now.

3 You-should keep-a savings account in-your local Bank.

4 The immensity of-the Universe can scarecely be realized.

5 We-must get-a strip of-the straight strap for-the belt.

6 They submitted-the subleasing of these Submarines to-their Republic.

7 John Schrader shredded shrimps all-day in-the hot-sun.

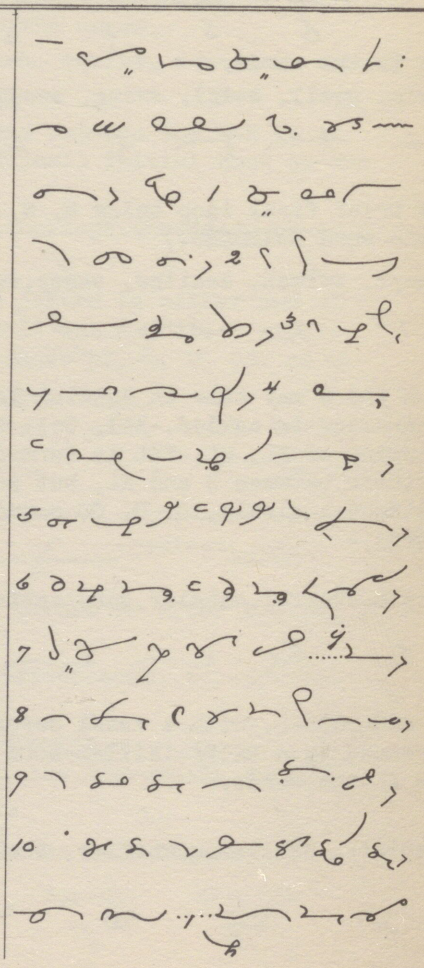
8 Our price-list was-not sent as-our agent will call.

9 That swimmer swims well in-the swirling waters.

10 The witness swore that-the train swept swiftly by-the switches.

Mail your work to-the school as-soon-as ready.

(131 words.) Very truly yours,



S JOINED TO OTHER LETTERS IN WORDS

A brief J-Dash written at the beginning of an Arrow Point Vowel indicates the sound of AW, and when written at the end, expresses OO, as in,-stall, stool. (See line 12).

GENERAL EXERCISE

S.see-sea;Sir:-serve;so-saw;

1 sorry,Sioux,sewer,soil,South.

2 stay,stray,sty,stew,stout, start, straight, strained.

3 skate,skein,skin,scone, scooner, Skii.

4 scandal,scoundrel,sky,scope, scoop,slay;lays-lace.

5 sleepy,slippery,slows,slides, slime.

6 smote,Smoot,smoother,smelter, snowing,smoothly.

7 spade,speed,spin,spine,Spain, spun,spoons,spuds.

8 spools,spurious,spelling, spankard,spouting,serial,sad.

9 seeder-ing-ling,sod,swords, soap-suds,Soviet,sophistry.

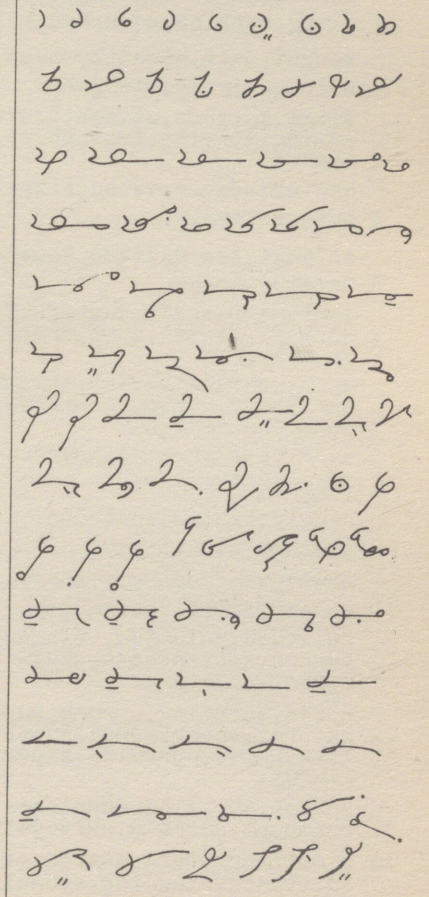
10 scientific-tists;salaries, sanity,sanitary.

11 scenario,signs,sown,soon-son, stein.

12 stone, stall,stool,stale, steel-still.

13 style,stolen,screening, swabbing, swedges.

14 Sabbath,stab,strapper,steep-step, September.



S JOINED TO OTHER LETTERS IN WORDS

TEL, DEL, MEL, NEL,-by a minute final loop below T, D, M, N; on the left side of CH, J and within curves,-as in,- scandalize.

GENERAL EXERCISE

1 straddling, stripling, straggling, squalor, squashed.

2 sought, suit, steadily-ness, strange-ly-er; sturgeon.

3 siege, Surgeon, stitch, search, string, stretch, face, phase, tax-es.

4 mix-es; box-es; vexes, fixesture, relaxes.

5 salvage, scandalized, Senate, Senator-orial.

6 sentiment, shaft, shamefully, Sheriff, chutes, shop, shore, shower.

7 showy, shrewd, shrink, shrank, shrubbery, Shrapnel, Shreveport, Charlemagne.

8 seek-er; sigh; side-board, cider, silk, silver.

9 singly, sketch, scabbard, slacker, slantingly.

10 smattering, smartly, sneer, solely, solid, solemnity.

11 solitude, solution, singer, sunken, sort-assort, spasmodic, specimen.

12 spred, spraying, sprung, supernatural, superinduce, superstructure, supervise, superfluous.

13 splash, supplied, supplant, surmount, surname, surveyed.

14 startling, stars, starts, strayed, stucco; studying, stunning.

S JOINED TO OTHER LETTERS IN WORDS

GENERAL EXERCISE

1 essential, especial, assume, aspect, asbestos, assumption.

2 city-ies, subscribe-d-tion, sacrifice, secretarial, secretary, secrete-secret.

3 social-ly-ist; associations, sociability, solicitous, solvent.

4 somebody-somehow, somewhere, someway, someway-or-other; someone-summon.

5 special-ist-iality; specification-s; speak-speech-speaking-er-es; spoken.

6 sufficient-ly, suffice; specific-ally; specialization, spirit spirt, sport, spot.

7 state-ing-ed-s-ment; structure-al; skeptic-al-ly.

8 subject-s-tion; significantcation; signature.

9 select; sample, some, summer, summary, soon-son, south-ern.

10 supply-s; splendid-ly; supplement-ary.

11 spirit-ual-ly-ism; study-student, stood, studiously.

12 statistic-s-cal-ly; station-stationery, sing-le-ular-ly.

13 strategem-gy; starving-ation; stupendous, several, stratify.

14 subsequent; substantial, substitution, subterfuse, subterranean, strong; strength-en.

S JOINED TO OTHER LETTERS (Continued)

(The syllables IN,EN, UN may be expressed by writing the rest of the word above the line of writing,) as in the words,-instability, etc. (Line 12.)

GENERAL EXERCISE

1 system-atic-al-ly; success-ful-ly; successive-ly;season-able.

2 suitably,summarize,super-intendent-ence;superior-ity, supersede.

3 surrenders,surprise-ing-s-ed; support-ed;serve-ice-s-able.

4 survey,survive;suspend-s-ed; susceptible,sustaining.

5 series,serious-ly, sent-cent-ral-ly-lize-ation.

6 secure-ing-s-ed,segment; sagacious-city.

7 sense-itive-ly,sensation-ally.

8 selfish-ly-ness;story,stormy, stony, stocky.

9 seggregation,seizure,suf-focate-tion; supererogation.

10 startlingly,handling,sam-pling,foundling,simplify-ification;

11 Circuit-Court-of-the-U.S.; circular-ation;surround-s-ed.

12 instability-able;institute-tion-s;inscribe-d-tion.

13 scare-ce-ly;stove-s; es-toppel, history.

14 historians-ical;astronomy-ical-ly.

REPORTER'S SPEED PHRASES

-----o-----

The W-HOOK may be omitted in such phrases as,-we-will;we-are, etc. THE may be expressed by raising word-outline above line of writing. IS,HIS,AS, HAS may be added by writing some selected SPEED WORDS through the line of writing, (see line 13) The semicolon separates words of a given outline.

1 give-the;take-the;make-the;see-the;say-the;so-the;saw-the.

2 that-the;think-the;which-the; with-the;was-the;would-the; will-the;are-the.

3 by-the;have-the;for-the;from-allow-the;as-we-have;as-we;as-it-is-we.

4 change-the;charge-the;just-the;do-the;receive-the;re-ceived-the:wrote-the.

5 write-the;in-a-an-and;he;he-is-a-n-d;of-a-n-d;I-can;I-am; I-shall.

6 which-I;I-would;we-would;you-would;we-were-(not);you-were, (not).

7 were-you;were-you-not;which-we;which-we-will;I-was-(not).

8 we-should,(not);you-should,-(not);they-should,(not).

9 I-might;I-could;we-might;we-could;we-are;we-can;we-will.

10 we-will-be-able-to;with-you; we-thank-you;with-me;with-my.

11 with-her;with-them;with-this; with-those;with-these;with-that;here;with-her.

12 with-us;this-will;this-will-not;you-will; about-it.

13 there-is;there-is-not;there-is-no;that(has)is;think-(it) is;this-is;this-is-not.

14 it-is(has);it-is-not;it-was; it-was-not;to-him;to-us;to-you; to-them; to-those.

7th STUDENT'S LESSON LETTER

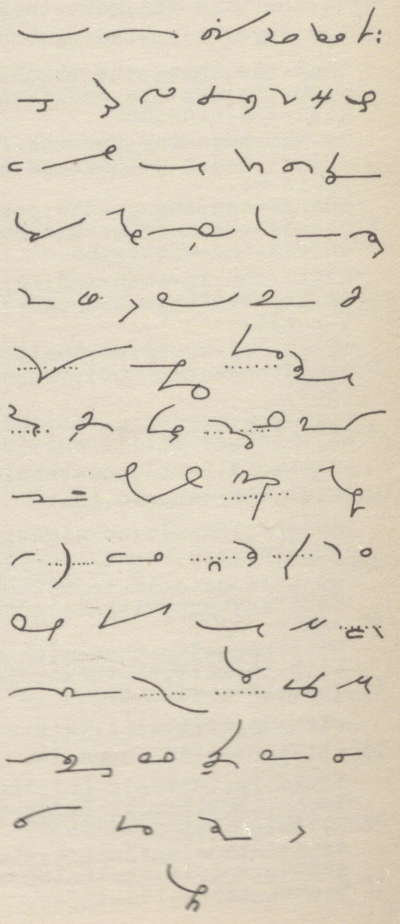
(Dry Goods Business)

To be practiced and taken from dictation until a speed of 90 words (or more) per minute has been attained, and the notes finally transcribed on the typewriter.

G. L. Howard,Esq.,
Chicago, Ill.
Dear Sir:-

Messrs. Jones & Company telegraphed us that the 4 Cases of Dress Goods which you were to send forward the first of last week have not reached them yet.

We cannot understand why there has been any delay in the delivery of these goods, in-as-much-as we were promised that this material would not be more than several days on the road at the very longest, and it was only under these conditions that we agreed to order the goods at all of you. Will you not therefore investigate the matter at once and let us know immediately, by wire, when we may expect to receive this shipment?
(121 words) Very truly yours,

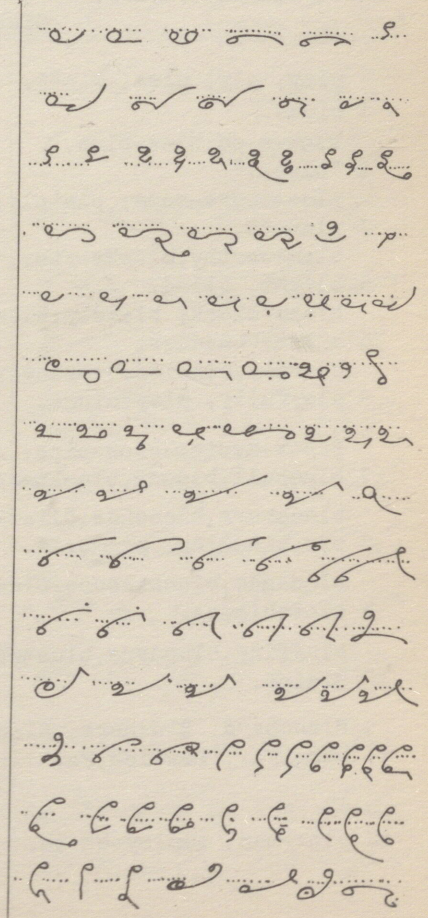


EIGHTH LESSON

EX PRINCIPLE: When EX- begins a word, it may be expressed by the A or E Circle written at the beginning of the following Up or Down Consonant through the line of writing; and, below and against the line, if preceding a Half-length or Horizontal Consonant. When E-Circle and X-Consonant are initially joined, write on line. Express,-EX-COMMUNI by EX over K.

GENERAL EXERCISE

1 exact,examine,excavate,excellent-ence,existence.
2 example,excerpt,exorbitant,exercise, exert, exertion.
3 exist-ed,exhaust-ed-tion-ively-ingly;excess-es-ively.
4 exclude-sive-ly-sion;excruciate;excommunicate,exit.
5 execute-ed-tion-s-tor-trix;excuse-able.
6 exonerate,explain-ation,explanatory,extrication,extra,exegency.
7 extreme-ly-ity;exquisite-ly;extract-ed-tion.
8 extraordinary-ly,extraditetion,extravigant-ance.
9 expend-iture;expensive-ly;expand-sive.
10 exhibit-bition;expedientiency;expedite-tion;expel.
11 expulsion;explore-ation;explode-sion-ive.
12 expound,expose-sition;experience-s-ed;express-edsion;experiment-tation.
13 expressively;export,expertly;extemporaneous-orize;extent-sive-ly.
14 extenuation,extinct,extinguish,exploit,explicit,expiate; excelsior.



NINETH LESSON

THE PL and BL- PRINCIPLE

L- is added to P or B by writing the downward P or B upward and backward with an initial hook. The initial hook may be omitted when followed by both vowels and consonants. When Pl- or Bl-(Upward Stroke) stands alone, without a circle vowel, it indicates that,-O, U, or OO vowels (long or short sounds) follow,-

GENERAL EXERCISE

(write upward)

1 play, ply, plea, blase, bless.

2 blow-s-ed;blew-blue, "blues."

3 please-ure-some; plainly, planets.

4 blameworthy;blanks-ets; blight, blind.

5 blake-black; blakely;bleak; blade; bladder.

6 blarney,blasted,blazoned, playfully, playthings.

7 Block-System;blow-pipe; bluebell,bloody,blockhead.

8 bleechers,bleeches,blisters,blooming, plumbers.

9 blockade,block-house,blunt, blotchiness.

10 bluffing,blunders,blustery, Blaine.

11 Blanchard, Bluchers, Bloomsburg,Pa., Berwick,Pa.

12 plow-man; employ-er-ee.

TENTH LESSON

THE P-R and B-R PRINCIPLE

P-R and B-R are expressed by writing the Upward-P, B, backward, and downward, with a vowel between or after, and may express the syllables,-Par,Pra-;Per-Pre;Por- Pro-; Pur-Pru. (Pr, Br slightly shaded adds,-T. D., as in Portland.

1 paradox,paradise,paragraph, parallel,paralysis;Portland.

2 parlament,presimmons,parsimonious,partake,partook,partial-ly-ality.

3 part-ed-ly;particular-ly; partition;participate;partnership.

4 perceivable,percentage,perceptible-tive;purchase-able.

5 perdition,perennial-ly,perfectly,prefer,perhaps,periodically, precipitate.

6 perpendicular,perpetrate, prepaid,perpetuity,persecute, prosecute.

7 persevere-ance,person-al-ly; prospect-ive,perspire,persuade.

8 persuasive,persuance-persuit, breakage,brilliant,brevity; brief,breadth,British.

9 broadcasting,brutal,precarious,precaution,precept,proceed, precision.

10 precipitous,precisely,precosity;pre-disposition,preempt-tion;prepossession.

11 preposterous,Presbytery,present-ly;preserve-ation;preside;President-of-the-U-S.

12 presume-tion;prevail;price-prize;price-lists;principle-al-ity.

13 problem,process,prosper-ous, purpose-ly,procure,profess.

14 profuse,progress-ive;propeller; propensity.

PR and BR PRINCIPLE WORDS

GENERAL EXERCISE

1 permit-ed-ing-s-tion; permitting-a-an-and;- the.

2 promote-ing-s-ed-ers-tion-s.

3 promise-ing-es-ed-sory; promiscuous.

4 prompt-ly-ness-ing-ed-itude.

5 permiate,premature;premier; protect-ed-ing-or-tion.

6 predict-ed-s-ing-tion-ament; predicate,predicated.

7 predilection;promulgate;prolongation;Broad Street;broadening; broadway.

8 predominate;prominent-ly-ence.

9 permanent-ly-ence;promontory.

10 prominade;project-ed-ing-s-tion-s.

11 product-producing-products-produced-productive-ly-iveness;produce-s.

12 Bradey;Bradley;prejudice-ed-al-ly.

13 pronoun-ce-ed-ciation.

14 prudential,prudence;privilege;appreciate;prescribe;proscribe;describe;subscribe;transcribe.

PR BR PRINCIPLE

REPORTER'S SPEED WORDS

Slightly shading, doubles P-r, B-r, or may add,- P, B, F or V to the class of words selected.

GENERAL EXERCISE

1 practicable-bly;practically;practice-ing-ed-es.

2 prepare-ed-ation-atory;precise,presist-ed-ence,precipitate-tion.

3 presence,pretext,pretty, approximate-ly,proximity, property-ies.

4 profound,profuse,prosaic, profit-ed-ing-s-able-eers.

5 portion,apportion-ate-ed; propose-ed,proposition;personality.

6 presidency,preliminary,prologue,prohibit-tion.

7 propoganda,proof-prove-n, portico,portage,provide-ed-ing-sion.

8 provisionally,private-ly-tion,professor-ing-ses-tion.

9 proverb,apportioned,proportion,appropriate-ed-tion; probable-bility.

10 provoke-ing-s-ed-tion-cative, profain.

11 proposes-itions; proposal;apprehend-ing-s-sion

12 proportion-al-ly;propound; percentage;probity;perpetuity.

13 perform-ed-ance-es,perfumery, perish.

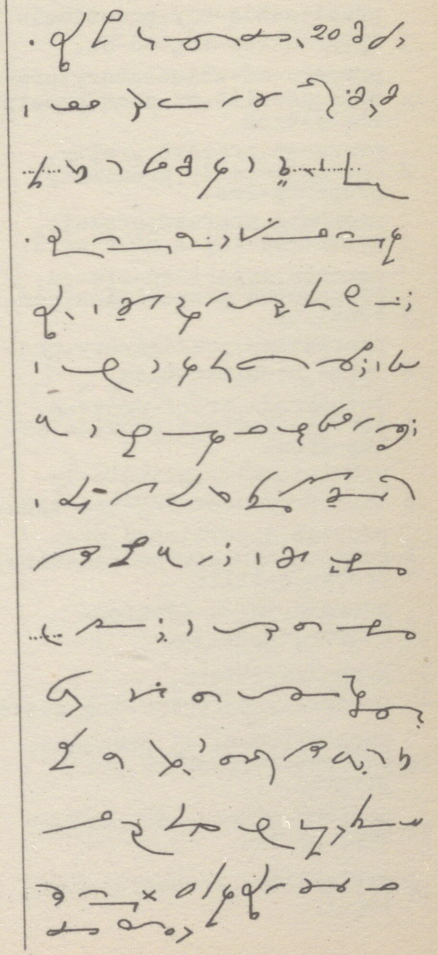
14 perishable,persevere-ance-ing-ly.

DICTATION EXERCISE

"LETTERS OF RECOMMENDATION."

(To be practiced until students attain a speed of 80 words, or more, per minute, and the notes of five separate dictations correctly transcribed on the typewriter.)

A Banker advertised for a male stenographer. Twenty young men applied. He quickly chose one and sent the others away. "Why did you choose that particular young man," said his Secretary. "He did not have a single recommendation with him." "He had many recommendations," said the Banker. He wiped his feet and closed the door after him; he gave his seat to that old lady; he took off his cap and answered my questions promptly and respectfully; he picked up the book which I purposely dropped, while the other boys stepped over it; he waited quietly for his turn; his clothes were neatly brushed; his hands were clean and his finger-nails untipped with jet, as were the other boys,- all showing that he was orderly, thoughtful, polite, careful and modest. Do you not call these, "Letters of Recommendation?" I do," said the Banker, and selected my stenographer accordingly.
(148 words)



INITIAL, INTERMEDIATE OR FINAL PL, BL, SYLLABLES

The PL,PR and BL, BR may express initial, intermediate or final syllables, with any of the vowels coming after or between the P-L, P-R, etc. as in the following. (SW- means Speed Word.)

GENERAL EXERCISE

1 sable, saber;dabble,dapper; dibble, dipper.

2 table, taper;fable, Faber; cable, caper.

3 label, labor;Mabel,neighbor, hobble, hopper.

4 problem,purple,appraisable, reprehensible,Jubilee,tuberculosis.

5 equitable,Queensberry,rubles, rubber, allowable.

6 sprouts,spouts,splints, sprints,reap,ripple;reaper.

7 uppermost,visibly,Vespers, vapory,whippoorwill,wobbied.

8 tractible,adorable,terrible, trouble, drapery.

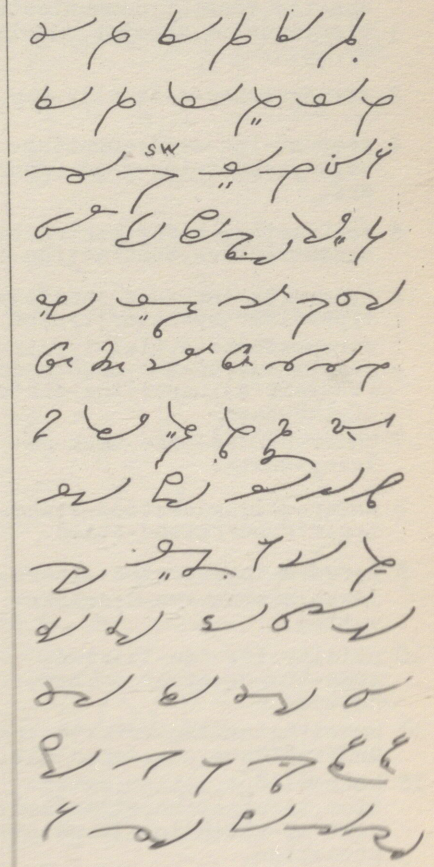
9 laudable, "Plain-Dealer;" stopper,stubble; viper.

10 taxable,teachable,seasonable, abominable,accountable.

11 salable,serviceable,censurable, applicable.

12 adjustable,pauper, copper, library,oppressive-sion.

13 October,laughable, eatable, noble, lovable.



REPORTER'S SPEED WORDS

The initial syllables of all words beginning with,- COM- CON- COG- COMMUNI- may be expressed by writing the following up or down consonant through the line, if a full length; and, if a half length or horizontal consonant,-below and against the line of writing, as,-

1 consign,consent;communicate-tion;consume,consist,consign-or-ee.

2 stenographer-s-ic-ally-phy.

3 account-ing-s-ed;counting-house;report-ing-s-ed;report-ers.

4 contract-ed-s-ing;contractor-s;contractive;contraction-s.

5 typewrite-ing-s-er-s-written; typewriter-operator;typist.

6 circumstance-s-tial-ly;cir-cumstances-of-the-case;under-(the-cir's);under-the-cir's-of-the-case.

7 under-handed-take-took-go-lying-neath.

8 under-all;understood-stand-ing;misunderstand-stood.

9 serve-d-ing;service-s;serv-iceable;conserve-d;conser-vation.

10 utility-ies-ize-itarian; some-how-or-other;anyhow, however.

11 notwithstanding;nevertheless, underwriters;unanimous;ult.

12 acknowledge,action;exten-tion,information;attention; your-my-attention;immediate-attention.

13 one-own;your own;of your own; urge-nt-cy-ly;Universities.

ELEVENTH LESSON

The T-N, T-M (;D-N, D-M (PRINCIPLE.
Double-lengthening the above characters doubles the sound, or adds M, N, or L; and, with slightly shading adds,-P, B, Br, Pr, Tr, or Dr as in the illustrations given below.

GENERAL EXERCISE

1 tenets,tenants,tenament, tenet,temptation;temple, Templar,tender-ly.

2 tenacious;tenacity;Tennyson; tenderness,tenable,template.

3 tenor,tensil,stensil,tenure, timorous,timid,impotent.

4 timidly-dity;optimism-ist, optimistic;optometry,sustain.

5 autumn,phantom,bantam, Totem,abandon, random.

6 stratum,timothy, tandem, London,lightening,madden.

7 denoting,Dentine,dense-sity, denounce,denunciation.

8 demure, denial,denizens, abdomen,Soudan,sudden-ly.

9 cotton,mutton,Linton,Sedan, demolish,Winton,potential.

Double-lengthening the downward Pr, Br, adds,- M, N, or T-m, T-n, as in the words,-

S.W.

---

10 timber,tantamount,temper-ance;tendency,demonstrate-ed-tion-strative.

11 pertain,pardon;pertinacious-ent,appertain;appertanence-s-and-heraditament-s;time.

12 tomorrow-morning-night;to-night,to-make;to-me;to-meet.

13 item-s-ze-ed;Adams;attains, Democrat-cracy;distant-ly.

8th STUDENT'S LESSON LETTER

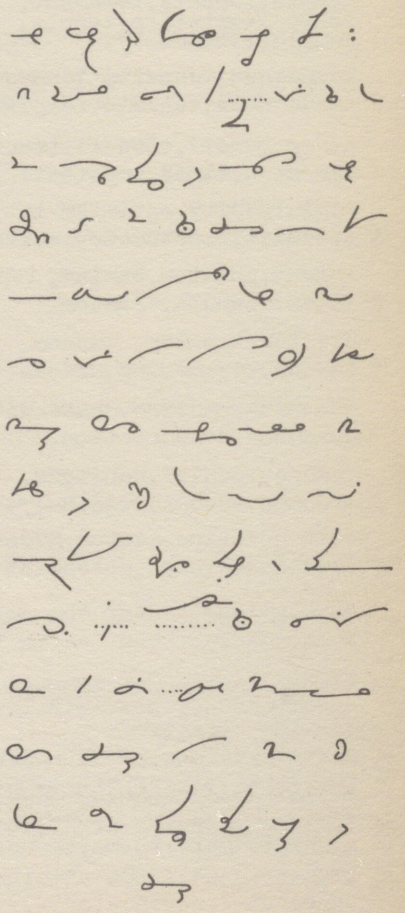
Speed requirement, 125 words a minute.
Chr- (sounded Kr) as in the word - Christine - is expressed by K with a Small Initial Hook.

Miss Christine Johns,
Portland, Oregon.

My Dear Student:

You ask me what you should do to become a Shorthand Secretary for some wealthy business man? In reply to your questions, I would say that your success as a Secretarial Stenographer will depend not altogether upon how fast you can write shorthand, but upon your ability to transcribe your notes accurately, neatly and quickly on a typewriter.

You should also have a good working knowledge of double and single entry bookkeeping. Business men looking to the employment of secretarial help aim to hire applicants who are not only accurate stenographers, but who are also familiar with a business man's desk accounts. (112 words) Sincerely yours,



TWELFTH LESSON

W JOINED TO VOWELS, DIPTHONGS and CONSONANTS

When W is the Initial letter of a word followed by O,U,OO sounds and preceding N,M, and on either side of the upward T, D, and on right side of Nt,-express the Initial-W by a Small Hook on the lower Initial Side. Express,-INGLY, as in,-WINNINGLY, by a small circle in ING-DOT Place (Line 2)

GENERAL EXERCISE

1 we,way,why,woe,woo,woi,wow.

2 win,wine,winningly,wheels, wheel-barrow, awake.

3 while,wildcat,William, Wallace, walrus.

4 wake,-weak;wires, warn, Woonsocket, wounded.

5 wall,wool,woolen,woolfish, wove.

6 foreward, Wardenship, wards, wood, yard, wired.

7 wierdness,backward,southward, onward, upward.

8 downward,homeward,wayward, war-warfare; whimsical.

9 wooing-ed;warmhearted,whim, worm,wind,window, wintery.

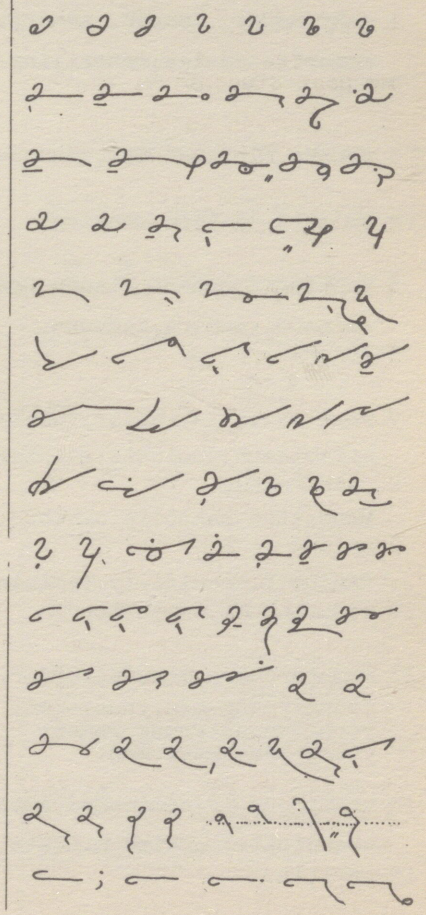
10 want,warned-warrant;waranty, warrants,wise-dom;whistle, Whippet.

11 widow-s-hood;whiff,waft.

12 wallet,weave,waving-the; wife;woven,wages,warded.

13 wedges,witches,winks,wings; we-wish;we-shall; George Washington.

14 one;wonder-ing-ful-ly.



THIRTEENTH LESSON

DOUBLE CONSONANT JUNCTIONS

Ordinary curved consonants cannot be doubled without an angle, while straight consonants can be joined together by double lengthening a full length, and trebble lengthening a half-length, as in the following,-(When MEN or MAN is the first or last syllable of a word, the Consonants M - N may be used, as in the word,-MANKIND.

1 many,money, manner, memory.

2 memorize-ed-ies;memorizing-the.

3 menace,minister-ial,immense.

4 eminate-ed-tion;mention.

5 mentioned,moment,minute,omen.

6 ominous,stamina,accumen, Roman.

7 romance-antic;memoir,remain.

8 effeminate,nominate,maintain, maintenance.

9 Manhattan,mandolin,omnibus, union.

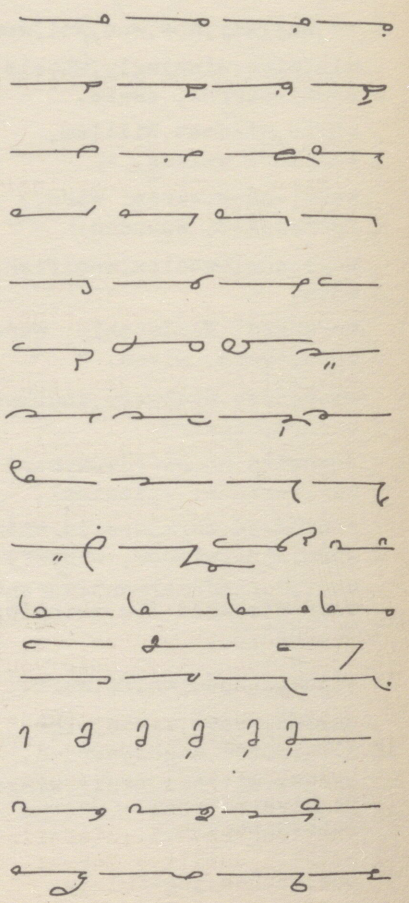
10 famine,financial-ly;feminine; woman,women,woman-hood.

11 memorandum-a;manufacture-r.

12 young;young-man;young-men; young-woman;young-women; young-men-and-women.

13 unanimous-ly;nominated,Amen.

14 emancipate;mankind,mandate, manerism.



FOURTEENTH LESSON

THE LETTER Y JOINED TO VOWELS AND CONSONANTS IN WORDS.

Ya may also be expressed by a dot within the A-Circle as in,-yam.

GENERAL EXERCISE

1 yah-yea ye yi yo you.

2 Yale,yellow,yelling,yelping.

3 yawn-ing-ed-s;yawningly.

4 yoemen,yoemanry,yearningly, yelp, Utes.

5 yacht-s-ing;yoke-d-ing.

6 yawl-yuletide,eucaliptus, Yucatan.

7 yard-stick,yard-arm;yank-ed;yankee, yodelling.

8 Ye-year-s;yearling;yeast; yeggman.

9 yellow-ness;Yellow-fever; yellowish.

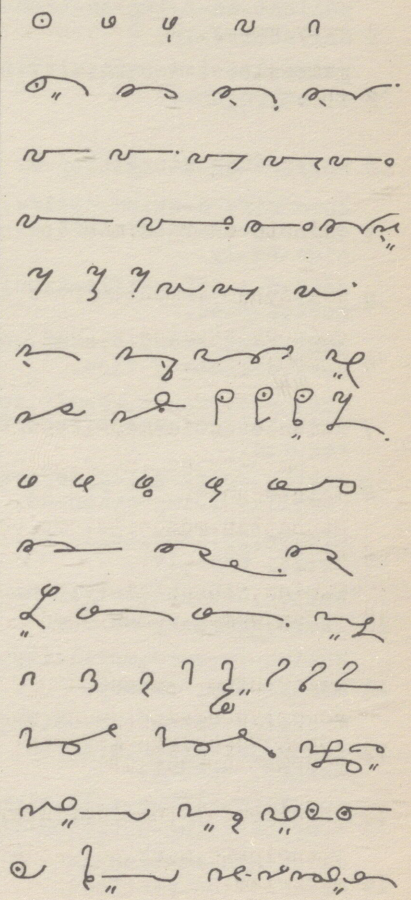
10 Yiddish;yield-ing;Yom Kippur.

11 you-yourself,yourselves; young,Youngstown,Ohio;youth-ful-ly-ness.

12 young-ladies;young-ladies-and-gentlemen;Umatilla,Oregon.

13 Utica,N.Y.;Ulisses;Yucca, yam, yarn.

14 yak;Yonkers,N.Y.;utensils-utilize;unility; Eureka, California.



REPORTER'S SPEED WORDS

L and R may be added to K and C, by a large or a small initial hook respectively and express,-COL, CUL, QUAL, with large hook; and, COR, CUR with small hook, as in the words,-collect, quality; correct, correspondence, etc.

MEMORIZE ALL SPEED WORDS.

1 collect-ed-s-ing-or-tion-s-collective-ly.

2 galvanize-ism-anic;elevator-s; corregated.

3 correct-ed-s-ing-tion-s.

4 determine-d-ation;desire,decline;declaim,declare;decide-ed-ly.

5 note-d-s-ation-ification; notice-s-ed.

6 sent-cent-scent-s;send,century;dictate-d-tion.

7 adequate,insult,result,consult-tation;recent,resort,-resorce.

8 worthy-worry-s-ied;several-; civilize-s-ing-ation-ed.

9 always,to,into;tell-till; until, real-ly.

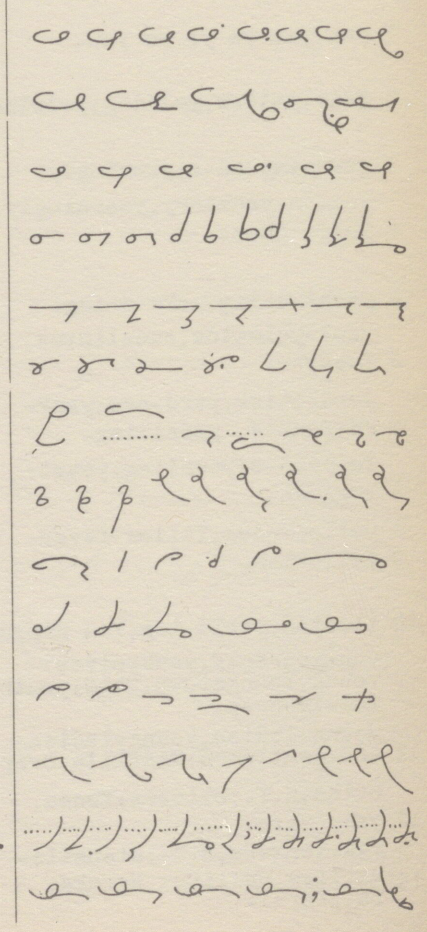
10 better,between;belief-believe;guaranty,-ee-tor.

11 entire-ly;more,moral-ity, mortal-ity; remedy.

12 transfer,transform-ation, transport-ation,traffic, tariff, travel.

13 complete-ed-ing-s-ly-tion: compete-d-ing-s-tition-itors.

14 calculate-ed-tion-s-calculation-verified.



9th DICTATION EXERCISE

PRACTICE IN THE USE OF THE CONNECTED M and N

-----o-----

IN, IN-THE may be expressed in many instances by writing the following word above the line, as in,- IN-WHICH; IN-OUR, etc.

GENERAL EXERCISE

1 The manner in which many men squander their money is a menace to their family finances.

2 We know that Mr. Higgins, the new Minister, memorizes all-of-his sermons.

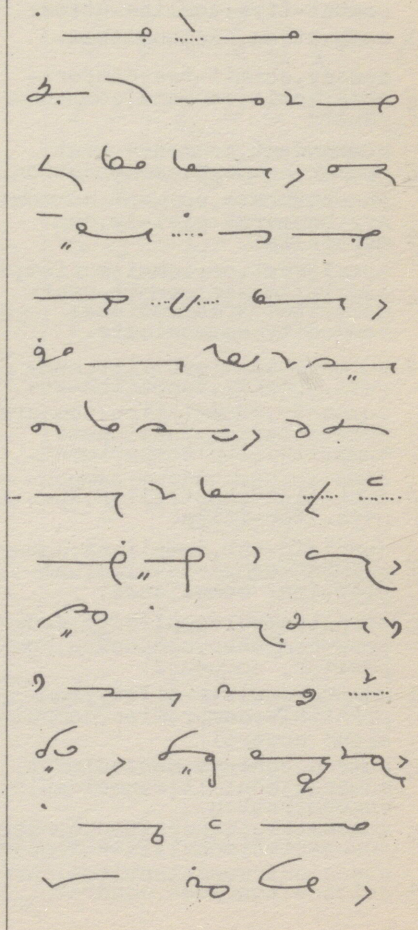
3 History mentions the fact that the Romans were very romantic.

4 They still maintain that the financial condition of the Manhattan National Bank is solvant.

5 Bowman, the manufacturer of women's shoes, was nominated unanimously as President of the Company.

6 President Lincoln emancipated the slaves.

7 The mandate of mankind should be: humane progress.



FIFTEENTH LESSON

CON COM COG CONG COMMUNI,- PRINCIPLE

When Con, Com, Cog or Communi form the first syllables of words, express same by writing the first following up or down stroke through the line of writing; while horizontals and half-length up and down consonants, write below and against the line.

GENERAL EXERCISE

1 combat-tive;combine-ation; combustion, combustible.

2 comedy,commit-tee;comfort-able;comic;command,command-ment.

3 commandant,commence-ment; common-commend,commendation.

4 commensurate,comment;commentary;commerce-cial-ly,commercialism.

5 commiseration;commissariat; commission-er;commit-ment; committee-s;commodious; commodity;communicate.

6 commune-ion-icability;compact,company,companion-ate.

7 commonly,commutation;compare-able-ative;compassionate; compatibility;compartment.

8 compile;compendium;compensate-tion;comptroller,compete-itor-itive.

9 complain-ant,compliant;compliment;complete-tion;complex-ion; compliance.

10 complicated;complicity;compose-composer,composure,compositor, compound.

11 comprehensible-bility;compressible;compromise,compulsion, control.

12 comrad,concave,concealment; concede;conceit;conceivable; concentration.

13 concentric,conception,concert concession,conciliate,concise

14 conscious,conscientious,conscience;conclude,concrete,

COM,CON,COG, CONG, COMMUNI ---PRINCIPLE

GENERAL EXERCISE (Continued.)

15 condemn-ed-nation;condense-ed-sation;condescend-condescension.

16 condition;condolence;condusive;conduct,conductors,conductibility,confection;confederation.

17 confess-or;confident-ly;confidence;confidential-ly;confine-ment;confirm-ation;confiscate.

18 conflict;confluence;conformable;conformity;confuse;congenial;congested.

19 congestion;congratulate-atory congregate; Congress.

20 conglomerate;conjecture;conjunction;conjure;connect-ive.

21 connive;connoisseur;concur; concussion;conquest;consanguinity;conscientiously;consciously.

22 concession;consecrate;consecutive;consensus;consent;consist-consistent.

23 consequent-tial;conserve;Conservatory;consideration;consider-ate;consign,consignor.

24 consolable,consolation;consolidation;consonant;concort; conspicuous.

25 conspire-d-ator;constabulary; constituency;constitute-tion: Constitution-of-the-United-States;constitutional.

26 consult-tation;consume;contact;contagous;contain;continue;continuation.

27 contemplate;contemporaneous; continuous-uation;contained; contention;contentment;contest-contex;continent;contour

INITIAL COM CON COG COMMUNI PRINCIPLE WORDS
INCORPORATED IN PHRASES AND SENTENCES.

10th - DICTATION EXERCISE

(Copy 5 times. Take from dictation 3 times. Transcribe notes.)

1 Combat all opposition. Combine your efforts to make a success of life.

2 combustible material; "Comedy of Errors."

3 We work better when we are comfortable. Keep the Commandments.

4 Commandant of the Navy Yard. Commence right, proceed right and you will end right.

5 Study well your Shorthand and Commercial Course lessons.

6 Commission agent; Committee on Entertainments. Commodious and convenient quarters.

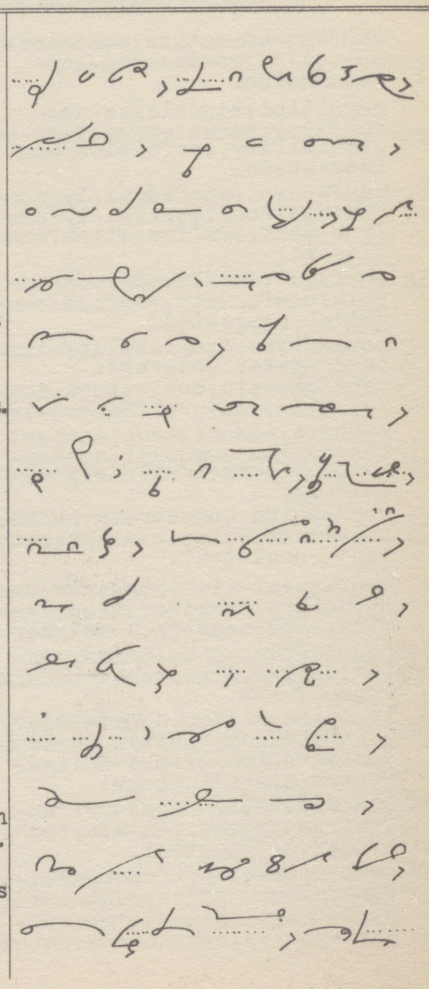
7 Communion Services. He will accompany you as your companion.

8 You must buy a commutation ticket to-day. Take the proof-sheets to the compositor.

9 The compound is ready for the experiment. They cannot complain now.

10 You will receive compensation at the rate of $8.00 per day.

11 We will not compromise the deal in that manner. Letters of condolence.



SIXTEENTH LESSON

When AM, AN; EM, EN; IM, IN; UM or UN is the Initial syllable of a word, it is safely expressed by writing the rest of the word outline above the line of writing, as shown in the following,-(Expresses-tim-as in antimony line 7.)

GENERAL EXERCISE

1 amalgam, amanuensis, amass, amateur, amazement, Ambassador.

2 ammunition, ampere, amusement, anesthetic, analysis, anatomy.

3 ancestor, angelic, anhydrates, animate, animosity, annals.

4 annealing, annex-ation, annihilate, anniversary, announcement.

5 announce, annoy-ances, annul.

6 annual, annunciate, antagonize, anarchy-ist, Anthracite, annuity.

7 antimony, antipathy, antithesis, eminate, embankment, embargo.

8 embarrass-ment, emblem, embroil, emerge-gency, emerywheel

9 emigrant, emit, emolument, Emporor, emphatic-emphasis.

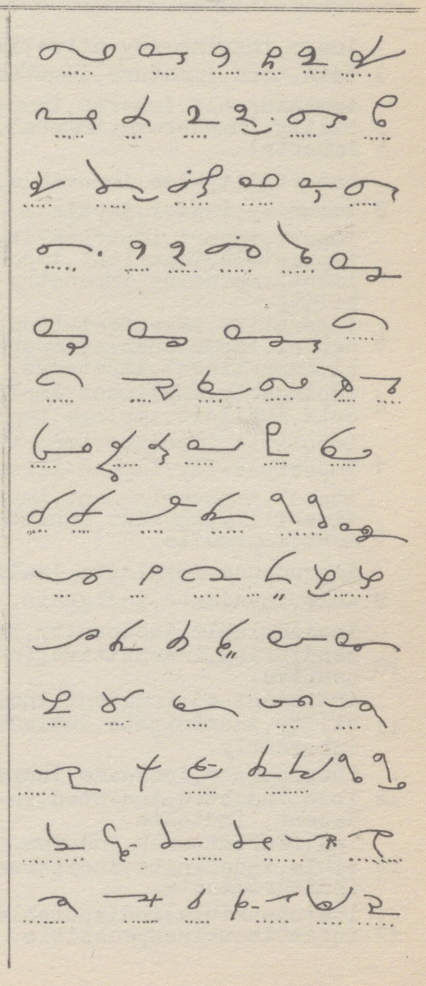
10 employ, Emporium, empower, Empress, enactment, enamel.

11 encampment, enchantment, encircle, encomium, encourage.

12 encroachment, encumber, encyclopedia, endowment, endurable, energy-energically.

13 enforcement, enfranchise, engine-eers, engrossing, enlighten.

14 enrich, enormity, entitle-ed, entrust, enviable, enthusiasm.



INITIAL SYLLABLE IM IN WORDS

Initial Syllable IM is expressed by writing the first following vowel or consonant above the line of writing. Final syllables -TALITY, -TILITY,-expressed by T written through end of last consonant in word preceding ending. An Arrow-point ending may express,- ENCE,-ANCE,-TENCE,-TANCE, as in importance (line 7.) DEF as in indifference.

1 image,imagine-ary-ative;imitate-tion,immature,immaterial

2 immeasurable,immerse,immobility,immoderate,immoral, immortal.

3 immortality-ize;immovable, immunity,impact,impair.

4 impart,import,impartiality, impassible,impatient,impediment,impending,impenetrability.

5 imperative,imperfect-tion,imperial,imperishable,impersonal,impertinent,impetuous.

6 implacable,impliment,implicate,implicit,implore,imply.

7 impolitic,impolite,importance, imposible-ity;impose-ition.

8 impost,impoverishment,impracticability,imprint,improvement,improvise.

9 imprudence,impulsive,inalienable,inanimate,inorganic.

10 incalculable,incapacity,incendiarism,insensitive,incentive.

11 insistent-ed;incident,incivility,incriminate,include, inherently.

12 incorporate,increase,incredible,indebted,indicted,indecent, indicate.

13 indifferent-ence,indefensible,indefinite,indiscreet, indiscriminate.

14 indispensible;indisputable; indistinct;inexpressible.

Words beginning with Initial Syllable UN expressed by writing rest of word above line of writing.
Words beginning with,- UNCON, UNCOM, INCOM, INCOG, expressed by writing the Consonant N (disjoined) and the rest of the word outline through or below the N (See line 3.) For UNIN- UNEN- use a large Initial Hook below or above the N-Consonant. (See lines 9 and 10.)

1 unbending,unbleached,unblemished,unbounded,unbroken.

2 uncalled,unceasing,uncertain, uncharitable,unchecked,uncivilized.

3 uncomfortable,uncommon,uncompromised,unconcerned.unconditional.

4 uncontrollable,unconventional, uncouth,uncovered,uncrowded.

5 unconquerable,unconscionable, unconscious,unconstitutional.

6 undaunted,undeceived,undefended,undemonstrated-itive,undeniable;undistinguishable.

7 undo,undressed,undue,undone, unduly,unendurable,undutiful.

8 undying,unearned,unearthly, uneasy,unessential,uneducated, unembarrassed.

9 unintentional-ly;unemployed, unending, unindorsed.

10 unengaged,unenlightened,unentangled, unenterprising.

11 unenumerated, unenviable, unequalled, unequipped.

12 unequivocal,unerring,unessentially,unevaporated,uneven.

13 uneventful,unexaggerated,unexceptional,unexecuted, unexercised,uninhabited:unconsiderate.

14 unexpectedly,unexpended,unexpired,unexamined,unexplained.

INITIAL SYLLABLE IN, UN ----WORDS

The final syllables of words ending in,--ity,-lity may be expressed by writing T through the preceding consonant, as in the word,-infinity, (line 3.)

GENERAL EXERCISE

1 inexpressible,inefficient-cy-ly;inelligible,inequality, inestimable.

2 inexhaustible,inhospitable infallibility,inferior,infernal.

3 infinity,infirmity,infusing-enforcing,inhabit,inhale,inhuman.

4 initiative,injunction,injury, innocent,inorganic,insert.

5 insignificant,insinuate, insolence,insoluble.

6 insolvency,inspect-ed-tion, instability,install-ation.

7 institute-tion-s;insulate, insure-ance;intact,integrity.

8 intestate,intimidate,intolerant,intricate,incrinsic.

9 intrust,intuition,invalidate,invaluable,invention, inventory.

10 invest-ed-ment-s;investigate-ed-tion.

11 unabridged,unacquainted-unadulterated;unaccompanied; umbrella,umpire, unable.

12 uneffected,unalloyed,unanswerable,unapproachable, unarmed.

13 unassailable,unsalable,unassuming,unattached,untenable,unauthorized.

14 unavailable,unavoidable,unawares,unbalanced,unbearable.

INITIAL SYLLABLE UN---WORDS;

UNIM,- By M-above line.

(Bear in mind that the shorthand outlines given in all the almost alphabetically arranged Lists are always written the same, and should be thoroughly learned as you proceed with the mastery of each page of the Text Book.)

GENERAL EXERCISE

1 unexplored,unexpressed,unfailing,unfairly,unfaithful,unfaltering,unfamiliar,unfashionable.

2 unfastened,unfathomed,unfavorable,unfermented,unfurnished, unfit,unfolded.

3 unforeseen,unforgiving,unfortunate,unfounded,unfriendly, unfruitful,unfulfilled.

4 unfrequent,ungenerous,ungentlemanly,ungodly,ungoverned,ungraciously,ungreatful.

5 unguarded,unhappiness,unharmed,unhealthy,unheard-of,unheeded.

6 unhurt,unimaginative,unimpaired,unimpassioned,unimportant,unimproved, uninfluenced.

7 uninhabited,uninsured,unintelligent,unintellectual,unintentional.

8 uninterrupted,uninvested,unjust,unkind,unlawfully,unless.

9 unlike-ly,unlimited,unlooked-for, unloose, unlucky.

10 unmanly,unmitigated,uncovered, unnatural,unnecessary,unobjectionable,untruthful.

11 unpopular,unparalleled,unprecedented,unprepared,unprincipled,unproductive.

12 unprofitable,unprovoked,unqualified,unquestionable,unwritten,unredeemed,unreliable.

13 unreserved,unrestrained,unsafe,unsatisfied,unskilled, unsealed.

14 unsophisticated,unsound,untaught,unusual,unwarranted.

10th LESSON LETTER DICTATION

LUMBER BUSINESS

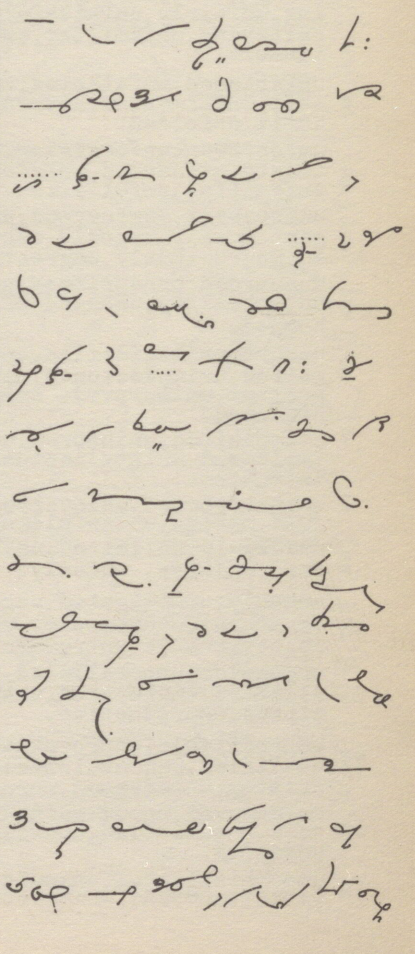
(Speed requirement, 100 words per minute.)

Mr. F. P. Barbero,
Akron, Ohio.
Dear Sir:

In-reply-to-your-communication-of-the-3rd-inst., would-say-that we-are-now in-a-position to-quote-you prices on our furniture stock dry and well-seasoned. This stock when dry and cut to sizes is of especially fine quality. We can offer you this material per our new schedule of prices as shown in the enclosed price list on: White, Red and Antique-Oak, Poplar, Willow, Box-wood, Walnut and Mahogany; Flooring, Ceiling, Roofing, Siding and Wainscoting tongued and grooved and plained on one side.

This stock is undoubtedly the best Bill Timber we have had in our Yard for several years, and if you can place an order with us for not less than three car loads, we can give you prompt delivery and a discount of 5% off for cash, net 30 days.

Hoping to have your order by return mail, we are, (160 words) Yours very truly,



SEVENTEENTH LESSON

THE QU--- PRINCIPLE

When QU come together in words, the sound is that of,-KW, and is expressed by a brief W-Dash written beneath the K-Consonant, as in quake, queen; it may be joined to the I-Dash, as in quiet, quite. QU preceding the Upward T may also be expressed by a Small Initial Hook, as in,-quote,(Line 10.) Shading W-Dash, adds,-R,-as in,-QUARREL.

1 qua, que, qui, quo, quoi.

2 quake,queen, quiet, quite, quit, quorum, quoits.

3 quakes, Quakers, quam, quandery, quinces.

4 Quincy, Ill; quiry, quench, quill, quarrel.

5 quash, quaft, quiz, quicken, quick-sand.

6 Quick-silver, quietly, quietness, quiescense.

7 quintet,quiver,Quit-claim, qui-vive, quotient.

8 quadrangle,quadrilateral,quadrennial,quadruped,quadruple.

9 quoth,quietus,queer,querulous,quadrille,quadrant.

(Speed Words)

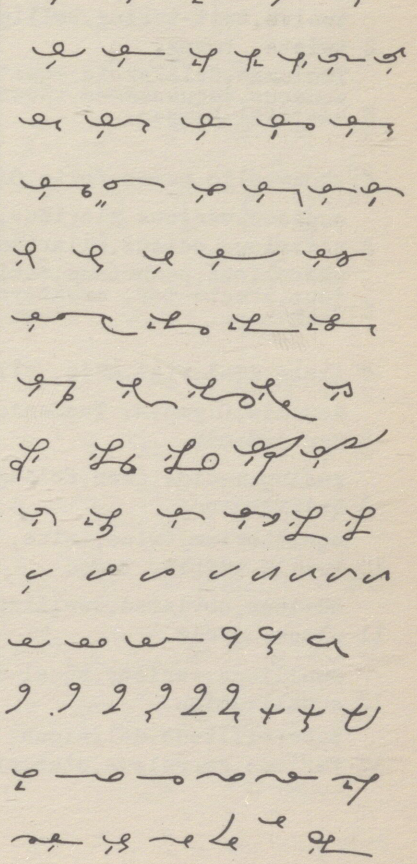
10 quart-er-ly;quote-d-s-ationations.

11 quick-ly-ness;quality-ties-qualify.

12 equip-ing-ed-s-ment-ments; quantity-s; quantitative.

13 quire,inquire,inquiry; require-ment-ed.

14 requiem, quest, request, bequest, inquest, aquittal.



Q W PRINCIPLE

When Q or W with any vowel following come in the middle of the word write W-Dash below the vowel.

Consecutive vowels other than pure dipthongs may be joined in their regular order, as in the words,-snowy, olio.

Slightly shading the W-Dash adds R, as in Twirl (Line 1.)

GENERAL EXERCISE

1 twig, twirl,twinge,twitch, twist, twisted,tweasers.

2 twelve,twit-tering,twilight, twists, twang.

3 Tuolumne,California;equate, aqueous,sequestered,thwack, dwelling-houses.

4 snowy,olio,cameo,folio,Olium.

5 copious,various,glorious, notorious,odious,hilarious.

6 abstemious,penurious,decid-ious,create-tor, creature, creditor.

7 Lisle,dial,vial,mile, rile.

8 Romania,Olympia, Tasmania, San Antonia.

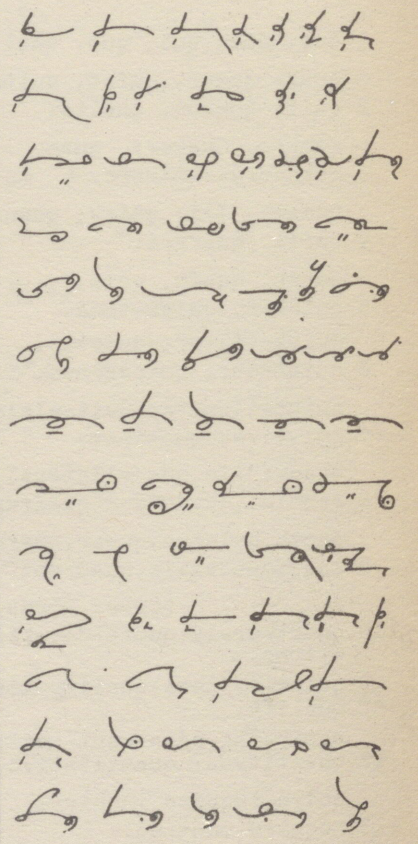
9 radium,medium,Owen,foliage, quintescence.

10 equilibrium,twice,twine, twills,twirls, Tweed.

11 obvious,obviated,dwelling-place, dwelt.

12 dwellings,variety,equal-ize, equalization.

13 supercillious,delirious, furious,garrulous,victorious.



EIGHTEENTH LESSON

The S C Z X PRINCIPLE

When a vowel both precedes and follows any one of the above letters, viz: S,C,Z,X, as in the words,- assign, recite, reside, these syllable sounds may be represented by a small Double Loop, or line resembling a heart, thus:

GENERAL EXERCISE

1 assign-ing-s-ed-ment.

2 recite-ing-ed-s-tation-tations.

3 reside-ed-s-ing-dence-dences.

4 lassitude,message, messengers, Mississippi,residue, design.

5 deceive,acid-ity, assets, acetaline.

6 facile-ity;massacre,Lyceum, isolate-tion.

7 assignee-nor;assassin-ate-tion, accessory-ies.

8 assemble,assume,assumption,as-sess-ors-ed;system-assist-ed.

9 facinate, fasten, vassal, bacillus, baxillae.

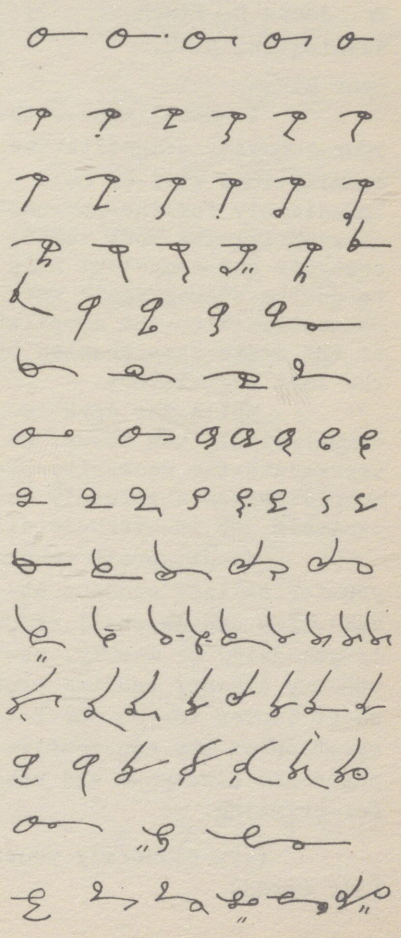
10 Vassar, vice-advise, Vici, visual,visit-ed-ation,visits.

11 biceps,besiege,bisection,de-ceit,desert,descent,descend, decent.

12 acetic,ascertain,disuade,per-suade,persuasive,deceitful, bi-centennial.

13 assimilate,Cassius,gaseous, gasoline.

14 masticate,isolate-d-tion,Cas-simere,miscellaneous,Pasadena.



11th STUDENT'S LESSON LETTER

ON

Competitive Examinations for Securing Efficient Stenographic help. Com-Con-word practice.

Practice until it can be written in one minute, or better.

Mr. James D. Finch,
Washington, D. C.

Dear Sir:

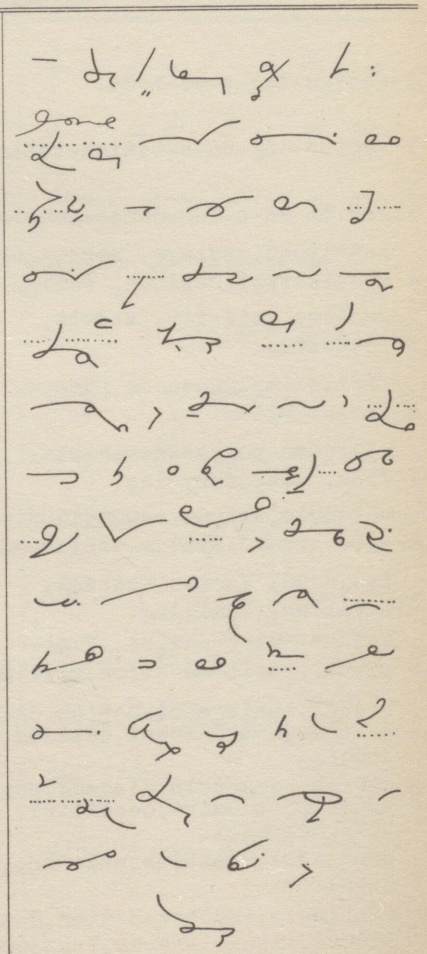
In-compliance-with-your-request, competitative examinations will-be held immediately for-the-purpose-of-securing-the most rapid, accurate and-competent help to-do-the stenographic work in-connection-with-the compilation of-the State-laws enacted by-the last Legislature.

While-the work is comparatively new to-us, we appreciate-the necessity-of-completing-an absolutely acceptable job in-every-detail.

We-sincerely thank-you-for calling upon-us at-this-time and-we-shall report to-you-daily or weekly, as-you-may direct, sending proof-sheet copies to-you for inspection as the consecutive pages are Linotyped and ready for-printing.

Very sincerely yours,

(117 words)



N I N E T E E N T H L E S S O N

FL VL ; FR VR PRINCIPLE

A large initial hook on F or V,---adds,- L.
A small initial hook on F or V,---adds,- R.
Express -GRAPH and -GALITY by G disjoined, as in hectograph and frugality.

GENERAL EXERCISE

1 flee,flay,fly,flow,flue, Floyd, flour-flower.

2 fleece,flame,flighty,flowed, flounces, flowered.

3 fleet,flayed,flapper,flesh, phlegm, flog, flirt.

4 flimsy,flown,Flaxseed, flattened,flatly, fling.

5 flung,flexibility, flinch, flank, flood, flash.

6 fluids,floral, flounder, Florence.

7 fluid-ity;valorun,voluntary, valve,value.

8 valuable, valuation,revolve, revolution.flustrated, flux.

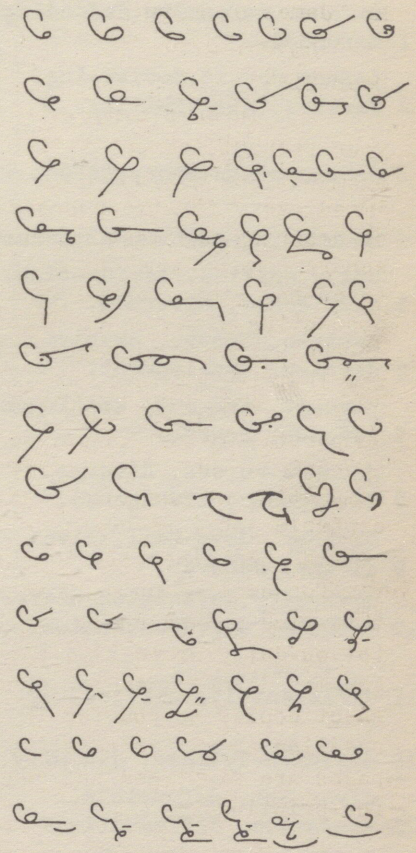
9 free,freeze,fresh,fry, frighten, frown.

10 frought,front,Refrigerator, fragile,fraternity-alize.

11 frigid,fraud,fried,Frederick, freedom,furniture,furnished.

12 friend-ly;freight,freight-rate,frequent,frequently.

13 frantic,franchise,franchise-ment,disfranchisement,hectograph, frugality.



TWENTIETH LESSON

D-f, D-v; T-f, T-v;: J-nt, J-nd, P-nt, P-nd

PRINCIPLE

with a vowel implied in place of the "hyphen," as shown in:

GENERAL EXERCISE

1 defense, defensive, defending, defended.

2 deface, devest, devise-ing, devises, divisibility.

3 defame-ation-atory; defect-ive.

4 devote-ing-ed-tion-al; defusion.

5 edify, edifice, divide-sion; diffidence, diverted.

6 deviate, devotee, devolve, develop, development.

7 pageant, tangent, contingent, reagent, cogent.

8 divorce-ee-ees; diverge, divergence, divulgence.

9 divisor, dove-tail, divan, divine, Jehovah.

10 diversify, definition, differentiate, differentiation.

11 different-ly; difficult-y.

12 definite-ly-ness; divinity.

13 divergent, defensible, tentative, differential.

14 Jeffersonian, ripened, cheapened, pendulam.

ADDITIONAL PRACTICE ON ARROW-POINT VOWELS O,U,OO

Joining the Semi-circle S or Arrow-point ST- at either end of any consonant may express the vowels o,u, or oo, coming between the S, S-T and the Consonant to which they are joined.

GENERAL EXERCISE

1 sun-son-soon; sum-some; submit; summer-summary; succum; scum.

2 consume-ption; consummation; scare-s, scarce, Scouts.

3 stone-wall; stony, stomach, stumble, store.

4 storm-y; store-house; stall, stole, stool.

5 stock, stock-room, Stock-Jobbers, Stocks-and-Bonds; stalky.

6 stockiness, stocking-the; Stock-Brokers; stocks, stockings.

7 "Stogie," stockade, Stock-market, Stock-Exchange, Stock-holders.

8 stout-ness-ly; State, street, stuttering, stove.

9 stood, study-ied, student, studious-ly; stead, steady, steadiness.

10 stopping, stops; stoppers; subject-ing, subjected, subjection.

11 stupid, stupidity, stupidly; stoppage, estopel.

12 lost-list, list-prices; price-lists, dust, duster, dozen.

13 cost-coast; ghost, must-most; instant-interest; meanest; coaster.

14 just-ly; Justice,-of-the--Peace; justify-ication-iable; Post-Master-General.

COMMERCIAL LETTER DICTATION
on
MACHINERY CASTINGS

(Speed requirement,-120 words per minute, with 5 correct typewriter transcripts from different dictated notes.)

Messrs. Dick Brothers & Co.,
Buffalo, N. Y.

Gentlemen:

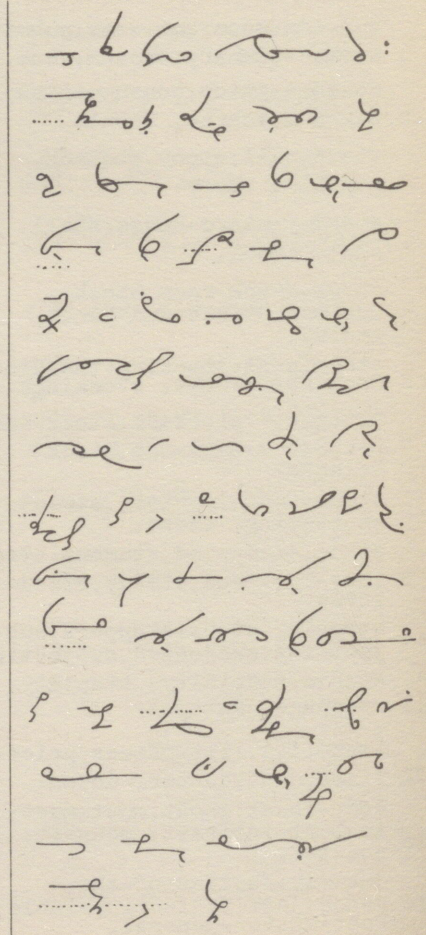
In-answer-to-your-inquiry-of Tuesday-morning, beg-to-advise that we-are-now fitted with-all facilities necessary to-make castings of-any-kind in-Bronze, Brass and-Composition Metals, but-make a-speialty of heavy Marine and-machinery castings, such-as: Propeller-Blades, Gear-wheels, Pump-rods, Locomotive and Car Bearings, Bushings, Condencer-plates, etc.

We-have-a full supply-of Ingot, Phospher-bronze, Copper, Tin, Lead, Spelter, Antimony, Red and Yellow Brass, Aluminum, etc., and-keep-a complete-line of Babbitt-metals constantly on-hand.

We guarantee all-of-our castings to-be-made of absolutely new-metals and-we-shall-be-glad-to-receive-your-order in the-near-future.

Very-truly-yours,

(127 words)



TWENTY-FIRST LESSON

CHARACTERS REPRESENTING THE INITIAL SYLLABLES OF MANY WORDS HAVING THE SAME INITIAL SOUNDS ARE LISTED IN THE FOLLOWING GENERAL EXERCISES. The Prefix Syllables underscored in the List of Printed Words are given expressive characters in the NARROW COLUMN which may be used to great advantage in writing all similar words.

1	AUSTRia, Australia, Austrian, By Austerlitz, Austro-Hungary; austrich.	
2	ALTERation, alternative-alternate, ULTImately, ultimatum, ulterior, ultimo.	
3	CENTRal-ly, centralize-ation, centrifugal, centripital.	
4	ELECTRic, electrician-icity-fy.	
5	ELECTROcuted, electrode, electrotype-ed, electro-magnetic.	
6	EXTRadition, extra-discount, extrenuous, extra-ordinary-ly; extreme, extract.	
7	INSTRuct, instrument-al-ly; instructive-tions; instrumentality.	
8	COUNTRaband, counterfit, countermand, countermined, counteract, contradict-tion.	
9	CONSTR: construct-ing-ed-tion; construe, constrain-int; constriction.	
10	METR-metric, Metropolis-itan; meteorology-ological-eors.	
11	NITR-Nitrogen-ous; nitric-nitric-acid; nitrate.	
12	NUTR-nutral-ality; nutritious; nutrition, nutritive.	
13	RETR-retract, retrograde, retrospect-ive; retribution.	
14	RESTR: restraint-ained; restrict-tive; restrains.	

INITIAL SYLLABLE PREFIX CHARACTERS AND WORD-LIST

Always write characters expressing Initial and Final Syllables of words in exactly the same relative positions as shown in the illustrations.

GENERAL EXERCISE

By

1 ACCOM:accommodate-ing-ed-tion-s;accomplice;accomplish-d-ing-s-ments.

2 DISINTER:disinterestedly-ness; DISIN:disentangle;disintigrate.

3 INCOM-INCON:incommodious,in-complete,in-competition,in-compliance-with;incompatible.

4 UNCONTR-uncontradictory-icted, incontrovertible;in-counter-acting;in-contradicting,un-accomplished.

5 UNDIS:undiscernible,undisol-uable,undisolvable,undisput-able,indisposition.

6 MISCON:misconnection,miscon-strue-struction;misconception, misconduct,misconjecture.

7 NONCON:noncontent,noncommit-tant,nonconducting-or;noncom-missioned.

8 RECOM:recommend-ed-ation;recon-cile;recognize,recognition.

9 INUN-UNIN-inundated,unindebted, unintended,uninterrupted,unin-terested, unintellectual.

10 UNIN:uninformed,unintelligent, unintelligible,unintentional-ly.

11 UNIM:unimproved,unimpassioned, unimportant,unimaginable,unim-pressionable, unimpeded.

12 NONINTER:nonintervening;nonin-terchangeable,nonenterprising; nonintersecting.

13 INCON:inconvenient,encompass; unconfirmed,unconditional-ly.

14 unimaginative,unimbraced,incon-testible, uninterrupted-ly.

INITIAL SYLLABLE PREFIX WORDS

GENERAL EXERCISE

By

1 CONCOMMittant,conserve-ation; concerted,concern,conservatism.

2 CIRCUMference,circumflex, cir-cumjasent,circumnavigate.cir-cumlocution.

3 DICTAte-ing-ed-tion-tatorial; Dictaphone, Dictagraph.

4 CIRCU-lar-s-ate-ation,circuit-Circuit-Court.

5 DECL-ine-ed-ation;declaim-ed-ation;DECLAR-s-ed-ation.

6 PROCL-aim-ed-ation;proclivity, PROGR-am-gress.

7 DISAGR-ee-s-ed,disgrace;dis-agreement.

8 DISCOM-fit;discontent-ed,dis-continued;discontinue,discount-enance,discommode,disconsolate.

9 DISG-ust,discuss-ing-cussion, discussed; discount.

10 DISCER-n-ment;disarm-ament; discard, discreet;discretion-discription.

11 HYDRO-pathy,hydrometer,hydrant, hydraulic;hydroplane;hydro-phobia.

12 MAGNI-fy-ficent-ce-fied;magni-tude;MagniCarta;Micr-obe;mic-roscope.

13 OCT-ober,octogenarian;octapus; octant,octangle,octavo.

14 OVER-come,overdraw,overbearing.

INITIAL SYLLABLE PREFIXES

Half-length Kr for "Court," as in Surrogate Court (Line 10.)

GENERAL EXERCISE

	By
1	SUBmit-ed-tion-sive; subscribe-ed-tion-tions.
2	sublet, sublease, subsidiary, subjoin, subsist-ence; sub-stantial.
3	SELFSACRIfice-ing-ses; succeed, success-fully, succession.
4	SOME-body, some way, some day, somehow, somewhere, someone.
5	SELFCONTRAdicted-dictory-dic-tion; SELFish, self-esteem; self-conseited; selfsatisfaction.
6	SELFCOMmand, selfcontented, selfcomposed, selfconscious, selfconfident-ence; self-complacent.
7	UNDERSTand-ing; understood; You-understand; You-understood; We understand; We understood.
8	SUPERcargo; supercillious, sup-erfluous; superintend-ent; sup-ernatural.
9	UPPER-hand-rail-most-floor-window; uppers.
10	SULphate, sulphur-ous-ic; Surrogate-Court.
11	HEARD-(written upward) HARDships; hardhearted; hardi-hood, hardness.
12	UNDERhanded undermined, under-take, undertook; underwrite-rs; underlying; under-considera-tion.
13	SHIP-ping-ships, shipments.

TWENTY SECOND LESSON

FIGURES applied to QUANTITY and AMOUNT characters.

GENERAL EXERCISE

1	one-dollar, a-dollar; $3.00, By $8.00, $9.00; $900.00; $9,000.00; $1,000,00., $9,000,000.
2	1-lb; 8-lbs; 800-lbs; 8,000 lbs; 8 tons; 800 tons.
3	1 Gal; 8 Gals. 800 Gals; 8000 Gals; 8,000,000 Gals.
4	1 Barrel; 8 bbl., 800 bbl; 8,000,000 bbl; 8 hhd; 80 hhd.
5	1 Bush; 8 bu; 8,000 bu; 8,000,000 bu; 8 pecks; 80 pecks.
6	1 keg; 8 kegs; 800 kegs; 8 casks; 80 casks; 100 casks.
7	1 CWT; 8 CWT; 60 CWT; 8 Car loads; 80 Car Loads.
8	1 Wagon load; 8 W.Loads; 80 W. Loads; 8 Truck Loads; 80 T. Loads.
9	one-acre; 8 acres; 80 acres; 160 acres; 8 Rods, 80 rods; 160 rods.
10	1 Square acre; 8 sq.A; 80 sq.A; 8 Sq. Rods; 80 Sq. Rods.
11	8 Sq. Yards; 80 Sq. Yards; 8 Sq. feet; 80 sq. ft. 800 sq. ft.
12	1 o'clock; 2 o'c; one o'c in the morning; 8 o'c at night.
13	1 doz. 3 doz., 12 H.P. 20 KWT; 8 sacks; 8 crates; 8 boxes.

12th STUDENT'S LESSON LETTER
ON
REPORTER'S SPEED F I G U R E S. ETC.

(Speed requirement, 100 words per minute, (or better.)

Mr. Herbert Hinkle,
Harrisburg, Pa.

My Dear Student:

The sentences given below have been prepared to help you get acquainted with some of the characters representing the initial syllables of many words together with some practice in Speed Figures: We must use concerted action to conserve all of the Redwood trees in our forests.

The circumference of a circle is about three times its diameter.

The Declaration of Independence put new spirit in the hearts of the Colonists.

We will not discontinue the paper on account of our disagreement with the Publishers.

Many of the United States' hydroplanes are bombing planes.

We are shipping you:300 lbs. Brass Bearings; 800 Gal. Gasoline; 200 bbl Sugar; 400 Kegs Black Powder; 7 CWT Salt;8 Gross Pens; 4 Doz. Brooms; 9 Sacks Coffee; 8 Crates Peaches. (142 words) Yours truly,

T W E N T Y T H I R D L E S S O N
JOINED AND DISJOINED
SINGLE, DOUBLE and TREBBLE SYLLABLE WORD ENDINGS

(The syllable or syllables underscored in the words listed below are represented by the characters given in the narrow column to the right.)

GENERAL EXERCISE

By

1 Union, pinion, onion, emporium, linoleum.

2 Nation-s-al-ly; international-ly.

3 patient, fashioned, efficient-cy-ly; ancient, cautioned, condition-ed; passionate.

4 remittance, confidence, convenience, inconvenience, dependence, independence, maddest.

5 seemingly, cunningly, knowingly, assuringly, charmingly, strikingly.

6 tonsilitis, gastritis, bronchitis, appendisitis, neuritis, peritonitis.

7 armless, carelessly-lessness, thoughtless-lessly-lessness, fearlessness.

8 artful, restfully, careful-ly, harmful, hopefully, doubtfully.

9 cheerfulness, hopefulness, artfulness; irritableness, questionableness,

10 geographic-al-ally; physiographic-ally; typographical; ly.

11 gracious, anxious, cautious, lucious, lusciously, judicious.

12 geology-ic-al-ally; theological-ly.

13 theologist; minerologist, geologist, Egyptologist, etymologist; biologist.

JOINED AND DISJOINED

SINGLE, DOUBLE and TREBBLE FINAL SYLLABLES OF WORDS

(Memorize Characters given to represent Word-Endings and exact place written below or after outline. Copy page several times.)

GENERAL EXERCISE

By

1 Morality, nationality, geniality, vitality, brutality.

2 asperity, hilarity, parity, timerity, posterity, prosperity.

3 principality, municipal-ity, visibility, durability, desirability, afability.

4 fraternity, affinity, divinity, profanity, maternity, consanguinity.

5 enormity, proximity, calamity, equanimity, Yosemite.

6 continuity, perpetuity, Deputy, alacrity, committee; frigidity, avidity.

7 Wentworth, Woolworth, Fort-Worth; Bosworth, Ellsworth, noteworthy.

8 aptitude, certitude, latitude, altitude, gratitude.

9 adjure, conjure, perjure-perjury; during-the, duration, jury, Gentlemen-of-the-Jury.

10 Insure-ing-s-ed: feature, culture, caricature, assure, minature.

11 myself, yourself, himself, herself, itself, yourselves, themselves, their-own-selves.

12 Shakespeare, aspire, conspire, expire, inspire, perspire, expired, inspired.

13 dispose, disposition, supposesition, expose-sition, impose.

JOINED AND DISJOINED

SINGLE, DOUBLE and TREBBLE FINAL SYLLABLES OF WORDS

(Memorize characters representing Word Endings as given.)

GENERAL EXERCISE

By

1 sagacity, felicity, precocity, tenacity, veracity, University.

2 centralization, immortalization, demonetization, crystalization, journalization, authorization.

3 Atheism, Methodism, catechism, rowdyism, fanaticism, journalism, Protestantism.

4 Potentate, discriminate, necessitate, demonstrate, recussitate, incriminate.

5 Microscopic-ally, periscopic, projectiscope, stereoscope, telescope, telescopically.

6 delerious, laborious, salubrious, meretorious, serious, hilarious.

7 Delicatescent, iridescent, effervescent, obsolescent, adolescence.

8 Territorial, equatorial, Senatorial, memorial; memorially, pecuniarially.

9 Internal-ly, external-ly, nocturnal, abnormal-abnormally; instrumental-ly; ornamental.

10 Elementary, complimentary, suplimentary, Parlimentary, documentary; testimentary.

11 Abdicate, adequate, etiquette, dedicate, complicate, aggregate.

12 suplicant, litigant, applicant.

13 tendency, contingency, democracy, degeneracy, ascendency.

JOINED AND DISJOINED

SINGLE, DOUBLE and TREBBLE FINAL SYLLABLE OF WORDS
(Memorize characters; recite final syllables, thus,- U written after or below expresses,-ulate,-utate,as, in:

GENERAL EXERCISE

		By
1	Emulate-ed-tion, amputate-ed-tion, palputate, computation.	
2	deflect-ed-tion, reflect, conflict, inflicted, reflects-ed-tion.	
3	aromatic, systematic-al-ly; emphatic-al; energetic-ally, hypnotic, radical.	
4	Notary, Rotary, military, monitary, congratulatory; contrary.	
5	ratification, certification, justification, fortification, verification, notification.	
6	pacifist, alienist, optomist, pharmacist, laziest, fatalist.	
7	ascribing, subscribe-ing-tion; describe-cription; prescribe-tion; inscribe-ption; proscriptiion.	
8	elastic-elasticity; domestic-city; artistic, atheistic, Communistic.	
9	bequest-s, inquest, request-s, conquest, conquests.	
10	afterward, backward, downward, forward, motherhood, brotherhood.	
11	adjective, active, effective, pensive, effusive-ly, demonstrative.	
12	foment, cement, raiment.	
13	monogram, diagram, cablegram, Radiogram.	
14	Piedmont, Valley Mont, Desmond.	

13th STUDENT'S LESSON LETTER

BUSINESS LETTER ON PAINTS, OILS, VARNISHES, etc.

(Speed requirement,- 100 words a minute.)

Mr. Louis Larsen,
Waterford, California.

Dear Sir:

We-are-in-receipt-of-your-esteemed-favors-of-the-18th and 22nd and-in-reply-to-your-inquiries, we-are-mailing-you-herewith under-separate-cover-cataloges and-price-lists of-our paints, dry colors, gums, and chemicals, such as:
Muriatic-acid, Nitric-acid, Sulphuric-acid, Oil-of-Vitrol, Yellow-Pruciate-of-Potash, Nitrate-of-Lead, White-Lead, and Sugar-of-Lead.

Also dry colors in:
Vermillion, Carmine, Scarlet, Ultra-marine Blue, Orange, Mineral, etc.

Our stock of varnish colors is-new and-suitable for-all purposes,-Coach, Car, Furniture, Rubbing, Impliments, Wagons, Cabinets, etc.: These colors include,-Manila, Copal, Zanzibar, Bavaria-Damar, Sandrac and Cuban Asphaltum.

We-will-allow-you-a discount of 20% off list-price.

(125 words) Very truly yours,

TWENTY FOURTH LESSON

POINTS OF THE COMPASS.

U. S. LAND PATENT. DAYS OF THE WEEK.

SEASONS OF THE YEAR. MISCELLANY.

1 North, Northerly; South-erly; East-erly; West-erly.

2 Northern-ly; Southern-ly; Eastern-ly, Western-ly.

3 Easternly; Western, Westernly; North West; North Westerly; S.W.

4 Southwesterly; North East; Southeast-erly; North Eastern; South Eastern.

5 N-Western; S-Western; N.E.Quarter; S.E.Quarter; N.W.Quarter; S.W.Quarter.

The N.W.Quar. of the S.W.Quar. of Sec.15, Township 15, Range 19 East, Mt Diablo Base Maridian, containing 40 acres according to the Official Plat of the Surveyor of Public Lands as made by the U.S.Surveyor General for the District of Nevada.

6 Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.

7 Jan. Feb. March, April, May, June, July, August, Sept. Oct. Nov. Dec.

8 spring, summer, autumn, fall, winter-y.

9 score, decade, year-s, century, ancient, modern, oriental.

10 anti-meridian; anti-deluvian; anti-bellum; antipodes; anti-quarian.

POINTS OF THE COMPASS

U.S. LAND PATENT

DAYS OF THE WEEK

MONTHS OF THE YEAR

SEASONS OF THE YEAR

MISCELLANY

SINGLE AND DOUBLE INITIAL SYLLABLES OF WORDS

GENERAL EXERCISE

1 Anybody, anyhow, anywhere, any-more, any-other.

2 No-how, no-where, nobody, no-one.

3 Co-operate-tion; coerce; co-equal, co-education, coordinate, "Co-ed."

4 Depart-ment, depend, depend-upon, debase, dejection, deride, demand.

5 Everybody, everywhere, everyone; whatever, whatsoever, wherever, whenever, whoever, whosoever.

6 Forgive, forseen, forsight, forward, forwarn, fortold, forenoon.

7 Hereafter, heretofore, herein, hereinafter, hereinto, hereunto, herewith.

8 withheld, withhold, within, without, withstand, withstood

9 Whereon, wherein, whereof, therein, thereon, thereto.

10 Before, behalf, beforehand, behindhand, beside-s, belong, become.

11 Meanwhile, meantime, means-months.

12 Somehow-or-other; some-where-else, anywhere-else; no-where-else.

13 sooner-or-later; anybody-else, every-one-else.

TWENTY FIFTH LESSON

THE UNITED STATES of AMERICA. OCEANS, SEAS, LAKES, ETC.

1 Ala. Alaska, Ariz. Ark. Calif.

2 Colo. Conn. Del. D. C. Fla. Ga.

3 Guam, Hawaii, Idaho, Ill. Ind. Iowa.

4 Kans. Ky. La. Maine, Md. Mass. Mich.

5 Minn. Miss. Mo. Mont. Nebr. Nevada.

6 N. H. N. J. New Mexico, N. Y. N. C.

7 Ohio, Okla. Ore. Pa. P. I. P. R. R. I.

8 S. Carolina, S. Dak. Tenn. Texas, Utah, Vt. Va.

9 Wash. W. Va. Wis. Wyoming.

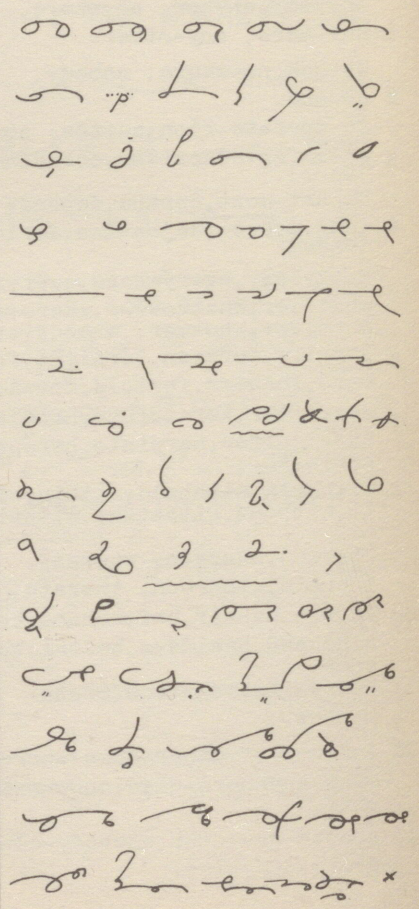
10 Pac. Ocean, Atlantic Ocean, Ind. Ocn. Art. Ocn; Ant. Arct.

11 Gulf of Mex.;Gulf of St Lawrence;Hudson Bay;Mediteranian Sea.

12 Black Sea;Behring Sea;Carribian Sea;Arabian Sea; China Sea.

13 Caspian Sea;Baltic Sea; Lake-Superior:Lake Mich. Lake Erie.

14 Lake Ontario;Hudson River; Mississippi River;Missouri R.



CITY and STATE PHRASES

also

COUNTRIES

By raising the shorthand phrase above the line of writing adds,-IN-THE to the phrase,-as IN-THE-STATE-OF-ALABAMA.

1 State of Ala.State of Ariz. State of Calif.State of Colo. State of Connecticut.

2 State of Del.State of Fla. State of Georgia;State of Idaho;State of Ill.State of Ind.

3 State of Iowa;State of Kans. State of Mich.State of Minn. State of Missouri.

4 State of N. H.State of N. Y. State of N. J.State of Penna. State of North Dakota.

5 State of R. I.State of Utah; State of Wyo.State of Wash. State of W. Va.State of Wis. State of Va., etc.

6 United States-(of) America.) Canada-ian,Costa Rica; Haite; Mexico.

7 Honduras;West Indias;Argentina Chile;Bolivia;Bulgaria;Brazil.

8 Norway; Sweden; Denmark; England, Scotland.

9 Ireland; Wales; France; Germany; Spain, Servia.

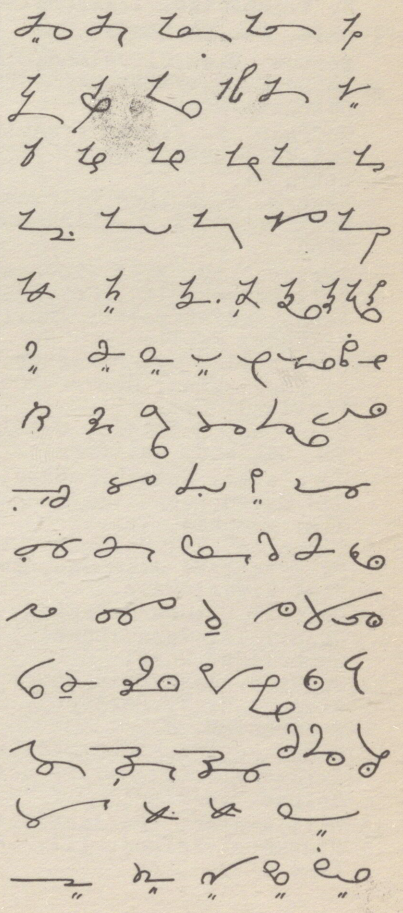
10 Turkey, Arabia, China, India, Japan, Corea.

11 Persia,Siam,Abyssinia,Egypt, Madagascar,Seria, Soudan.

12 Transvaal,New South Wales; New Zealand,Austria,Australia, Victoria.

13 Philippines,Philippine-Islands, American.

14 North America, South America; Europe, Asia, Africa.



C I T I E S and S T A T E S

1 New York-(City);New York City, N. Y.;Chicago, Ill.;Philadelphia, Pa.;St Louis, Mo.

2 Boston, Mass;Cleveland,O;Baltimore,M. D.;Pittsburgh, Pa.; Detroit, Mich.

3 Buffalo, N. Y.;San Francisco, Cal.;Milwaukee, Wis.;Cincinnati, O.

4 Newark, N. J.;New Orleans, La. Washington, D. C.;Minneapolis, Minn.

5 Jersey City, N. J.;Los Angeles, Cal.;Kansas City, Mo.;Seattle, Wash.;Indianapolis, Ind.;Providence, R. I.

6 Louisville, Ky;Rochester, N. Y St Paul, Minn; Denver, Col.; Portland, Ore.

7 Columbus, O;Toledo, O;Atlanta, Ga. Oakland, California.

8 Worcester, Mass;Syracuse, N. Y New Haven, Conn.;Birmingham, Ala. Memphis, Tenn.

9 Scranton, Pa; Richmond, Va.; Paterson, N. J.;Omaha, Neb.; Fall River, Mass.

10 Dayton, O.;Grand Rapids, Mich. Nashville, Tenn.;Lowell, Mass; Cambridge, Mass.

11 Spokane, Wash;Bridgeport, Conn Albany, N. Y.;Hartford, Conn; Trenton, N. J.

12 Cedar Rapids, Iowa;Manila, P. I.;Sacramento, Calif; Des Moines. Iowa.

13 Williamsport, Pa;Jacksonville, Fla.;Rock Island, Ill; Salt Lake City, Utah.

H-DOT and final ING-DOT may be combined and expressed by changing the H-DOT to a VERTICAL-DASH written before consonant; ING-A-AN-AND, by a HORIZONTAL-DASH, and ING-THE (or ing-it) by a BRIEF-DIAGONAL DASH, as in the words and phrases below. The final syllables,-IVENESS, -SIVENESS, -TIVENESS, by -Ves written through; -AVITY, -IVITY, -TIVITY by V written through or at side.

GENERAL EXERCISE

1 harm-ing -(ing-a, an)-ing-the; hunt-ing -(ing-a, an)-ing-the.

2 hammer-ing -(ing-a, an)-ing the; hatch-ing -(ing-a, an)-ing the.

3 help-ing -(ing-a, an)-ing the; hate-ing -(ing-a, an)-ing the.

4 hide-ing -(ing-a, an)-ing the; hem-ing -(ing-a, an)-ing the.

5 humiliate-ing -(ing-a, an) -ing the.

6 handle-ing -(ing-a, an)-ing the.

7 hold-ing -(ing-a, an)-ing the.

8 hire-ing -(ing-a, an)-ing the.

9 hollow-ing -(ing-a, an)-ing the.

10 lucrativeness;combativeness; deceptiveness;productiveness.

11 activity-ies; proclivity-ies.

DAYS OF WEEK PHRASES

ING-DOT,-expresses,-MORNING; A-CIRCLE,-AFTERNOON; E-CIRCLE in ING-DOT place,-EVENING, thus:

Monday-morning; Monday-afternoon; Monday evening.

(Apply same to all days of the week.)

CLASS PHRASES

In certain classified SPECIAL SPEED PHRASES the large A-CIRCLE may express the word,-THEY, as in the phrases,- THEY-DO, THEY-DON'T (Line 9) Dot or Dash word on left add,- NOT, as in phrase,- HADN'T (Line 6.)

GENERAL EXERCISE

1 do, do not, don't; did, did-not, didn't; can, cannot, can't.

2 will, will-not, won't;should, should-not, shouldn't.

3 was, was-not, wasn't; is, (has)-not, hasn't.

4 are, are-not, arn't; would, would-not, wouldn't.

5 might, mightnot, mightn't; could, could-not, couldn't.

6 had; hadn't; had-to-have; I-had; you-had; we-had; they-had;she had;he had; it had.

7 I hadn't;we hadn't;you hadn't; they hadn't;she hadn't; he hadn't;it hadn't;you-didn't-think.

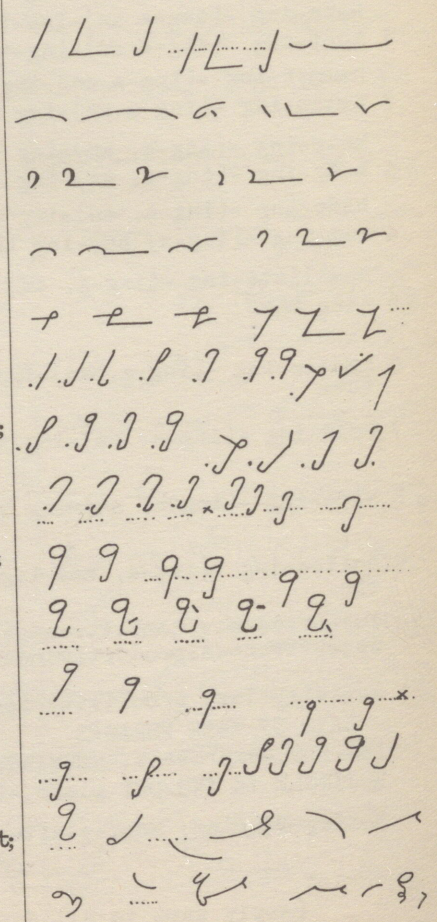
8 you would have had;you wouldn't have had;you would have had to have;you wouldn't have;you don't; you didn't; you wouldn't.

9 they do;they don't;they did, they didn't; they would (wouldn't.)

10 they have done;they would have done;they could have done;they might have done; they-should-have done.

11 we have to do;we do;we did; we would.

12 we didn't;I didn't;you didn't; I don't know;you,-we-don't know;they don't know;don't you think.



MISCELLANEOUS WORDS and PHRASE OUTLINES

When the final syllable -SON,-SOME, does not join with ease and rapidity, write the disjoined S through end of the last preceding consonant.

Shading PHRASE-DOT for THINK, adds,- IS,HAS, in LOCATION POSITIONS, as in the phrase,-THINK-THIS-IS-THE (line 13.)

1 Johnson, Dawson, lonesome, Jackson, Irickson.

2 anterior, interior, inferior, exterior, Ontario.

3 cap-camp;encamp-ment,Campanile, campaign, Cape May.

4 correspondents;Head-quarters, avail-ing-s; adversary-sity; advocate.

5 regular-ly,emerge-ency,convey, covenant;universal; abide.

6 congratulate;graduate;creditor; credit-you-r-(of-your, to-your.)

7 invoice-s;enforce-s;infuse-s; investors.

8 indemnification;identification;intersection;interpolation:introspection;disqualification.

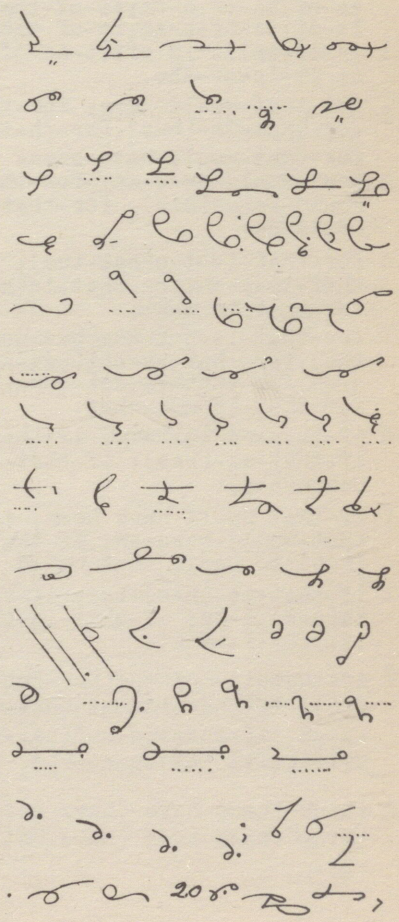
9 look-out;plan-out;carry-out.

10 change;charge;challenge; before-it-is (has);before-it-was; you-see;you-say; you-so-desire.

11 they-say;you-will-see-that-it-is;assure you;we assure you;wish you;we wish you.

12 in-a-similar-manner;in-the-same-manner;in-some-manner.

13 think-this-is-the-(has-the); think this is a-an(has-a-an); think-this-(has);think this would.



26th L E S S O N

AS, HAS, IS, HIS
QUARTER LENGTHS,-FOR, IF THIS,THESE,THOSE PHRASES
WITH LOCATION WORDS A D D E D.

GENERAL EXERCISE

1 as-of;as-of-a-an;as-of-the; is-of;is-of-a-an;is-of-the; is-of-as;it is of;it-is-of-a-n; it-is-of-the.

2 for-that-would-have; for-that; for-that-is-(has);for-that-had.

3 for-that-would-have-been; for-that-would-be-a-an; for-that-would-be-as(his); for-that-would-be.

4 for-that-is-the(has-the); for-that-is-a-an;for-that-is(has) for that is what.

5 for-that-is-not-the(has-not-the);for-that-is-not(has-not) a-an;for-that-is-not-(has-not); for-that-is-not-what.

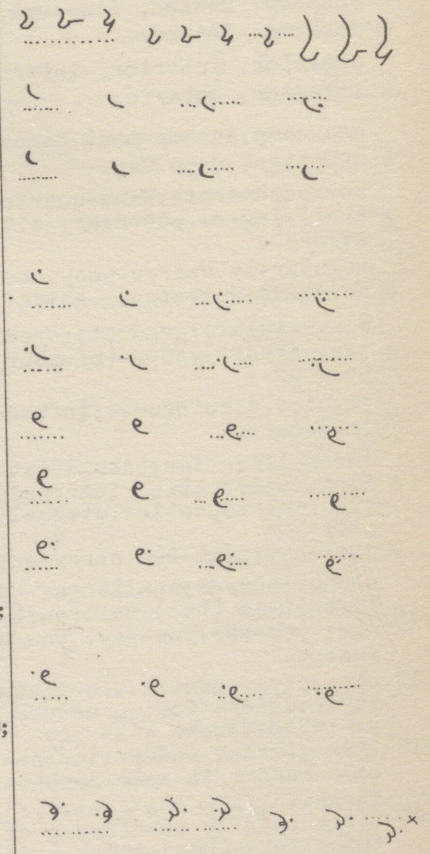
6 if-that-would-have; if-that; if-that-is-(has); if-that-would(had).

7 if that would have been; if-that-would-be-a-an; if that is (has) to be;if that would be.

8 if-that-is-(has)-the; if-that-is(has)-a-an; if-that-is-(has); if-that-is-what.

9 if-that-is-not-the(has-not-the); if-that-is-not-(has-not) -a-an; if-that-is-not(has-not); if-that-is(has)-not-what.

10 think these have (have not); think those have (have-not), etc.



27th LESSON.SPEED PHRASING OF: SEE,SAY,SO,US,USE.

A small initial or final hook may be written on the back or reverse side of curved consonants to express the words, So, Saw, Us, Use; a large circle to add Say, and a small circle to add,-See or We.

GENERAL EXERCISE

1 for-say;for-see;for-so-(force); for-so-much; for-so-many.

2 for-we-are-not;for-we-cannot; for-we-will-be-able-to.

3 give-so; go-so; that-so; that-is (has)-so;that-so-many.

4 they-are-so;there-is-so-much; there-is-so-little;will-have-to-say; will-have-to-see.

5 so-good;good-use-of-them; we-will-see-that-you-will;cannot-see.

6 so-we-have; so-we; so-we-are-to-have;so-we-are;so-we-will-not-be-able-to.

7 will-not-see; will-not-say; will-not-so.

8 so-we-will; so-we-are-not; so-we-can; say-we-can.

9 as-we-cannot-see; as-we-can-not-say; as-we-will-never.

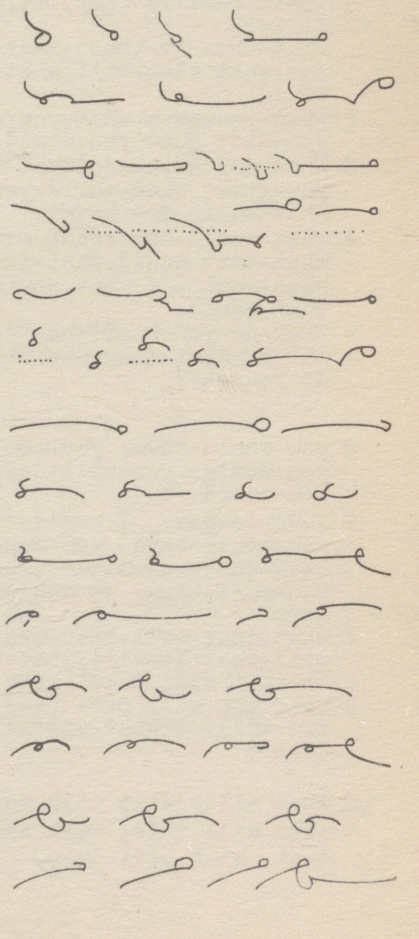
10 and-we;and-we-cannot;and-so; and-so-will.

11 and-see-if-you-are;and-see-if-you-can; and-see-if-you-will-not.

12 and-we-are;and-we-will;and-we-know; and-we-never.

13 and-say-if-you-can;and-say-if-you-will;and-say-if-you-are.

14 but-so; but-say; but-see; but-see-if-you-cannot.



-----o-----

The words,- THAT-IS, THAT-CAN, THAT-WILL, THAT-WOULD, can be added to the word WHAT character by writing a dot after the end, see (Line 1). To enlarge the Small Initial Hook on both upward and downward T and D, expresses the words,- YOU-WOULD.
Enlarged Initial Hook on right side of downward Lengthened T or D, adds the words,-WHAT-YOU-WILL (Lines 9 and 10.)

(Write upward.)

1 what-is-(has)-the;what-is-(has)-that;what-is-(has)-it;what-it-is;
what-that-is-(has);what-that-can;what-that-will;what-that-would.

2 what-you-have;what-you;what-you-did; what you would.

3 What-would-you-do?What-would-you-give? What-would-you-take? What-would-you-have?

4 what-would-have;what-would; what-that-would;what-it-would; what-would-it;what could;what that could.

5 What-do-you-know?What do you think? What-do-you-wish? What do you say?

(Write downward.)

6 you-would-have; you-would-do; you-would; you-will-do; you-could-do.

7 I-would-have, I wouldn't have; you-would-have, you-would-have-had;you-wouldn't-have-had we-would-have; we wouldn't have.

8 what-that-will-have;what that will;what-it-will;what-it-do; what it will take (make).

9 what you will have (to);what-you-will-do;what-you-will; (etc.)

10 What will? what will you; what will this; what will that; what will they.

28th L E S S O N

The Word HAVING Expressed by the ING-DOT.

In the following given class of phrases the word HAVING may be expressed by a LIGHT DOT, as in the phrases,- I am having; We are having; they are having, etc. Small circle ING-DOT-PLACE adds,- WILLING TO HAVE.

GENERAL EXERCISE

1 I am having;we are having;you are having;they are having; they-are-willing-to-have.

2 he is having;she is having; with having;without having; without-having the.

3 you were having;is having;as having;thus having;to having; you-r-having.

4 of having;of your having;I-was having;are having; not having.

5 in nothing; after having;from-having; always having.

6 ever having;ever having a;ever-having the; after having the.

7 for having; as it is having;as it was having; it is having;it was having.

8 it is having the;it is having a-n;it was having the;it was having a-n.

9 be-willing-to-have;of having the;of your having a-n;of having a-n;of your having the.

10 of having your;of having their of having that;of having this.

11 on-having;or-having;that-it-is having;that it was having;of them having.

12 that they are having;think that they are having;see that they are having;so that they are having.

13 as it is having the;as it is having a-an;as it was having the;as it was having a-an.

15th STUDENT'S LESSON LETTER

HARDWARE BUSINESS

Speed requirement,-130 words per minute, (or-better).

Messrs. Bailey Biddle & Co.,
Philadelphia, Pa.

Gentlemen:

Agreeable-to-your-request, we-are-mailing-you-herewith catalogs and-price-lists of American-made hardware.

Our stock is complete in-every-particular all-goods being of-the highest-grades-of-manufacture and by firms in-the-United-States.

While-our-prices may perhaps-be-a trifle higher-than some Wholesale-houses in-this-locality, our goods will-be-found to-be of-a finer and-decidedly better, quality than cheaper grade goods.

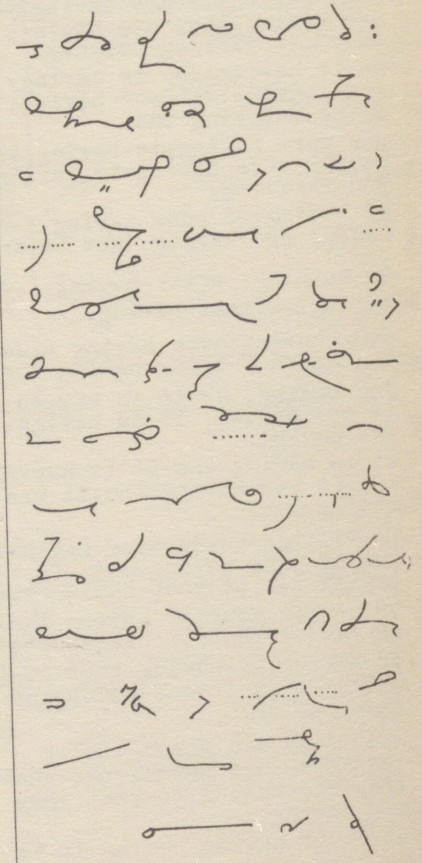
We-can-give-you three-months'-time on-all bills, or 7%-off-for-cash.

Hoping-to-have-a trial order from-you in-the-near-future, we-remain,

Yours-truly,

General Manager.

(117 words)



The words,-WILLING-TO-HAVE; WILLING-TO-BE are added to some Class Phrases by writing a small circle in the ING-DOT place, slightly shading the circle when,-WILLING-TO-BE is expressed. Enlarging the W-HOOK on the word,-WANT, expresses,-YOU-R and WHAT. Inverted YOU-WILL (phrase outline) adds,-NOT (line 12,) and shading the down stroke adds,-BE or TO-BE.

GENERAL EXERCISE

1 we; were; we are not; we were not; you; you are.

2 you are not; you were; you were not; I were; I were not.

3 if I were,-(not);that we are; that were; that were not.

4 they were; they were not;that-I were; that I were not;these were; these-were-not.

5 that they were,-(not);that you were,-(not).

6 what the; what; what it; what-would.

7 if they; if they do,if they do not;if they had,if they had not;you-will-be; you-will-not-be.

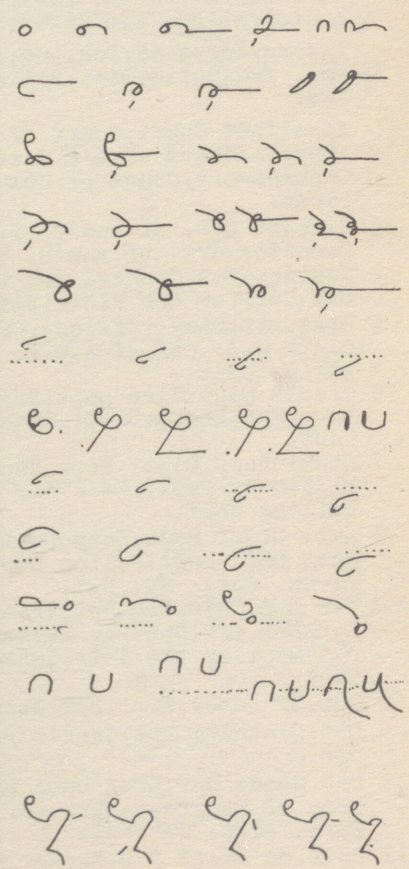
8 want the,want-to-have;want; want it; want that.

9 you want to have; you want; you want it; what you want.

10 I am willing to have; you are willing to have; if you are willing to have; they are willing to be.

11 you-will;you-will-not;you-will-(will-not)have;you-might; you-might-not;you-might(might-not)-have.

12 if you will do that;if you would-not do that; if you could do that; if you might do that;if you had to do that.



29th L E S S O N

REPORTERS' EXPEDIENTS

It is customary for the experienced writer to think out and use in practice abbreviated outlines for long technical words and phrases; for the names of Firms, Syndicates, Railroads, etc. as-in,-

GENERAL EXERCISE

1 administer, administrator-s; administrators-and Assigns; administration; administratrix.

2 insure-ing-s-ed; Ins.-Co; Ins. Cos. Ins-Policy-ies; Policy of Ins.

3 Appellant Court; Court of Appeals; Court of G'n Sessions; Orphans-Crt; Court of Common Pleas.

4 Circuit Crt. of the U. S.; Superior-Crt. of the U. S.; Justice Crt; Counsel for the Def. Csl. for the Plntf; Stt.

5 Dist. Attorney-(Office); Off. of D.A; A.D.A; Off. of A.D.A; Admins. Dept.

6 Credit Dept; Fire Dept; Furniture Dpt; Legal Dept. Inquiry Dept.

7 Stationery Dept; Book Dept; Millinery Dept; Delivery Dept; Mailing Dept.

8 Mail Order Dept; Navy Dept; Post Off. Dept; Police Dept; Purch. Dpt.; St. Dpt.

9 War Dpt; Shipping Dpt; Treas. Dpt; Pat. Off. Dpt; Pay Masters Dpt; Dept. of the Intr. Interior Dept.

10 Dpt. of Labor; Agri. Dpt; China Dpt. Clothing Dpt; Gent's Furn. Dpt.

11 Dry Goods Dpt; Drug Dpt; Members of Congress; Mbrs. of Parl. Acct. Current.

12 Coll. on Del; E & O.E.; for the same, Judge, Jury.

METHODS OF PHRASING THE NAMES OF WELL KNOWN FIRMS, SYNDICATES, RAILROADS, LEGAL TERMS, ETC.

GENERAL EXERCISE

1 A. D.; A. M.; P.M.; Chamber of Commerce; C. O. D.; Board of Trade.

2 Board of Education; Board Members; Board of Directors; bank draft.

3 Order Blanks, Blanks; Price list; List price; selling price.

4 Market price; Dem. Party; Rep. Party; Pgress. Party; Prohib. Party; Socialist Party.

5 Vice versa; Great Britian; Adams Ex. (Co); Western Union Tel. Co; W. U.

6 Newspapers, Wireless; Radio, Radio Broadcasting.

7 Killed and declined; Cancelled by customer; Removed from mailing list; Wells-Fargo-Express-Co.

8 Date of delivery; Assembling Dpt; Bills Rec. Bills Pay. Bill of sale.

9 Bill of Lading; Bona fide; L. C. L; C. L.

10 O. R. Demurrage Charges; en route; Fac simile; F. O. B.

11 F. O. B. cars; proportionately; verbatim; versus; E. O. D. and W.; acceptances.

12 Acct. sales: affidavits; in statu quo: Letters of credit; coupon bonds.

13 2 inches by 4 inches by 10 ft; 3 in. x 6 in. x 12 ft; $1\frac{1}{2}$ round x 28 feet long; 2 x 2 in. square x 18 ft. long. transportation-charges.

2 x 4 x 10'; 3 x 6 x 12',
1½ O x 28 ; 2 x 2" 18

30th L E S S O N

STEREOTYPED PHRASE EXPRESSIONS USED IN BUSINESS LETTER WRITING

GENERAL EXERCISE

1 in reply; in receipt (of); in receipt of your;in regard to; in reference to;in respect to.

2 In rply to your ltr of the 8 th inst;in regard to yr ltr of the 9th inst;in ref. to yr letter of the 3rd inst.

3 In reply to yr fvr of the 1st inst;We are in rcpt of yr ord of the 29th ult:In reply to yr communica. of the 2nd.

4 We are in receipt of;(yr letter) With ref. to yr. commu. of the 9th ult. We r in rect. of yr fvr of the 16.

5 We encl.hrwith.-(check);I encl. hrwith;I will encl.hrwth; I am encling herewith.

6 We encl.yu hrwth;I encl.yu hrwith;I am enclng yu hrwth; hrwth encld.

7 Herewith encl.pl.find;Encl.pl. find; Please find enclosed.

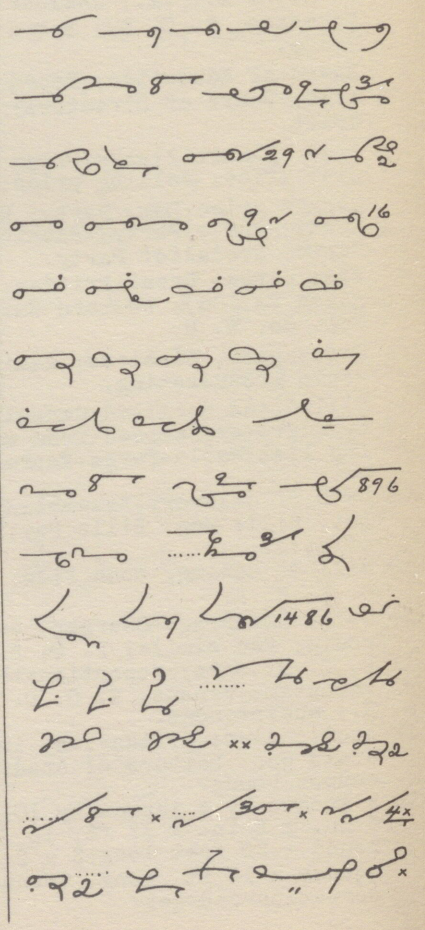
8 Yr inqry.of the 8th inst;Rfring to yr inqry of the 9th inst;In refrnce to your Order No. 896.

9 Ansrng yr inqry; in ans.to yr inqry of the 3rd inst;beg to say that.

10 Beg to advse that yu;Beg to ackn. rct;Beg to ackn.rct of yr O.No.1486; Came to hand.

11 Came duly to hand;is duly to hand;was duly recd;has bn duly recd;recent date duly recd.

12 We sent you to-day;(undr sepr. cover.)



OLD MAXIMS AND THOUGHTS THAT INSPIRE

DICTATION EXERCISE

(Commit to memory and apply same in the conduct of your life).

1 "Have the courage to discharge a debt while you have the money in your pocket." -Washington.

2 "Diligence is the mother of good luck."-Franklin.

3 "If you would keep your secrets from your enemies, tell them not to your friends." -Franklin.

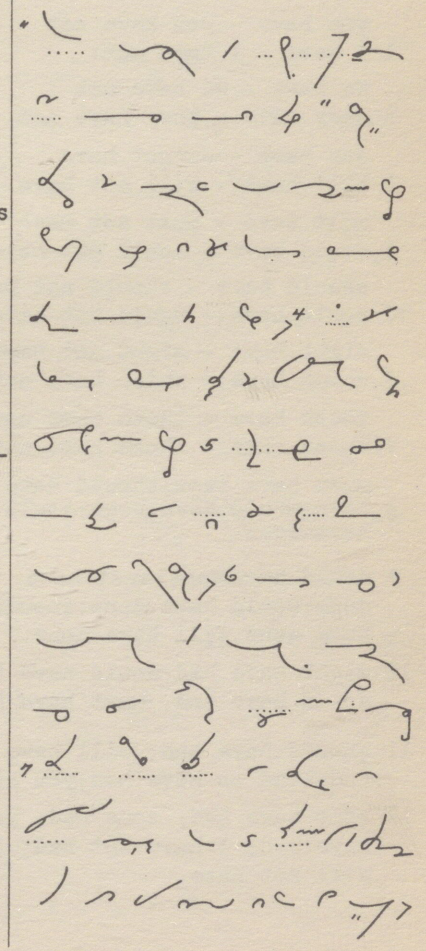
4 "The strongest fence against diseases is the defensive virtue abstenance."-Franklin.

5 "It is a maxim with me--not to ask what under similar circumstances, I would not grant." -George Washington.

6 "No man is good enough to govern another man without the other's consent."-Abraham Lincoln.

7 "Ambition, energy, industry and perseverence are indispensible requisites for success in business." -P. T. Barnum.

8 "Be true to your word, your work your friend and your God."



HAVE and HAVE-HAD PHRASES

HAVE following a given class of words may be expressed (without conflicting with IN EN Principle) by writing the word above the line as in principles already explained. HAVE before been and done may always safely be omitted.

GENERAL EXERCISE

you have - you have not
1 I have - I have not.

we have - we have not
2 they have - they have not.

can have - cannot have
3 will have - will not have.

must have - must not have
4 could have - could not have.

should have - should not have
5 would have - would not have.

might have - might not have
6 which have - which have not.

these have - these have not
7 those have - those have not.

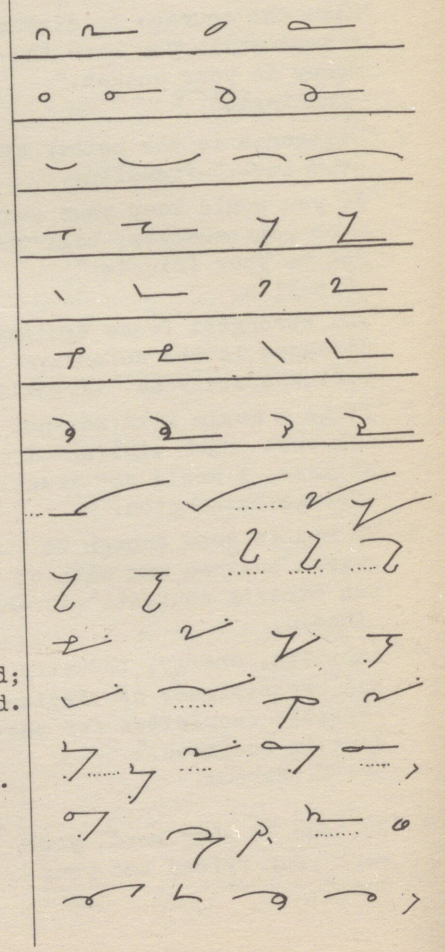
must have been; should have
8 been; would have been; could have been.

9 could have done; must have done; would have done; should have done; will have done.

10 might have had; would have had; could have had; must have had.

11 should have had; will have had; like to have had; you had.

12 some have had; some had; you have had; I have not had; I will not have.



31st L E S S O N

OMISSION OF WORDS

OF, OF-THE, FROM, AFTER, BY,- and certain other words may be omitted where the grammarical construction of the sentence requires their restoration in transcription. OF, OF-THE following M and N may be expressed by the small and large O and U Hooks, or by proximity; as,-some-of-their.

one of the best; one of the largest; some of the most; some
1 of the goods; time of the day.

many of them; most of them;
2 most-of-their(there); 20 of them.

from year to year; from week to
3 week; from day to day; from hour to hour; from time to time; from street to street.

4 day by day; hour by hour; week by week; year by year; country by country; street by street.

5 day after day; hour after hour; week after week; year after year; street after street.

6 some of them; some of these; some of this; some of my; some of your.

7 some of her; some of our; some of their; some other; some of the other.

8 to you-r; two of you-r; two or three; three or four of them; seven or eight of them; 8 or 9 of them.

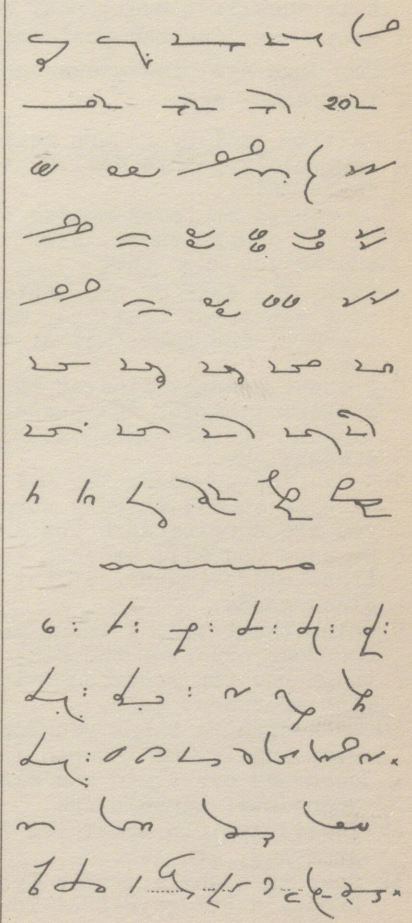
COMPLIMENTARY PHRASES

9 Sir: Dear Sir: My Dear Sir: Dear Mr.; Dear Madam: Dear Dr:

10 Dear Governor: Dear Senator: Yours truly, Yours very truly, Very truly yours.

11 Yrs Respectfully; Resp. yours; Sincerely yrs; Yours Sincerely; Cordially yours.

12 Yrs vry respectfully; Vry resp. yrs; Very cordially yours.



32nd L E S S O N

VARIOUS METHODS OF PHRASING

this week;last week; next week;
1 past week; for the past week.

few days ago; few weeks ago;
2 few months ago.

mail;by mail;by return mail;by
3 same mail;by this mail;by today's mail.

of course it is;of course it is
4 not;of course there is;of course you know that.

5 Fact: The fact of the matter is: as a matter of fact;They are aware of the fact;fact of the case.

6 Present:present time;at the present time;for the present time;at the present moment; present day.

7 Sure: You are sure;You will be sure;be sure;I am very sure;If you are sure;be sure you are.

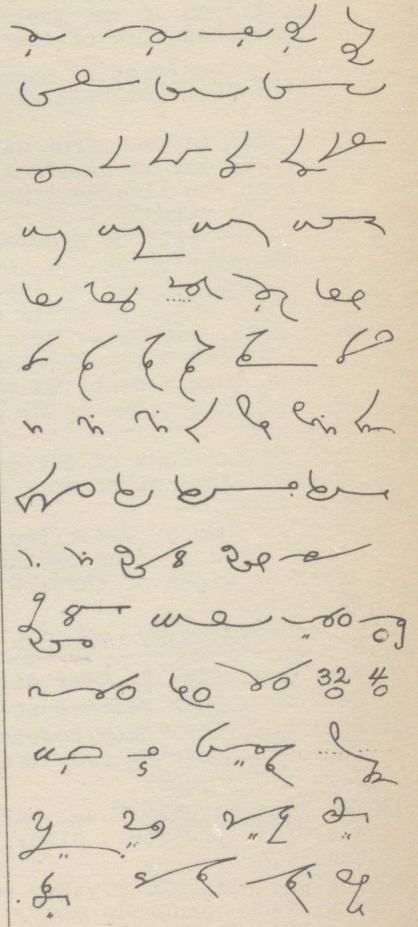
8 Be sure you will be able to; first class-(manner);first class goods.

9 Think:thank you; I thank you for your order of the 8th; We thank you for your communication of recent date.

10 We desire to thank you for your inquiry of the 8th inst; over and ovr again and agn; Grant Ave; Lincoln Ave.

11 Euclid Ave;5th Ave;Third Ave 32nd Ave; 4th Ave.

12 Once in a while;Metric System; Brooklin Bridge;Eiffel Tower.



PHRASING OF STEREOTYPED EXPRESSIONS

Initial I on upward Be expresses,-I-SHALL-BE;Initial I on the word glad expresses,-I-SHOULD-BE. H-DOT above E expresses,-HEAR, and R-DOT below,-RECEIVE-ED. The "Ditto sign" indicates number of words in preceding phrase used with words written added. Write Sh-Dash above"hear" for SHOULD(line 6).

GENERAL EXERCISE

I will be pleased to hear; I will be pleased to receive; I
1 will be plsd to hear frm you; I will be plsd to rec. your.

2 I shall be plsd to hear frm you; I shall be plsd to receive your;
We shall be plsd to hear frm you; We shall be plsd to receive your.

3 We will be pleased to hear-(rec); We will be plsd to hr frm you; We will be plsd to receive your.

4 I wl be gld to hr frm yu(rec yur); I should be gld to hr fr yu(rec yur).

5 I shall be gld to hr frm yu (Rc-yr);Please let me hear frm you,Please let us hear frm you.

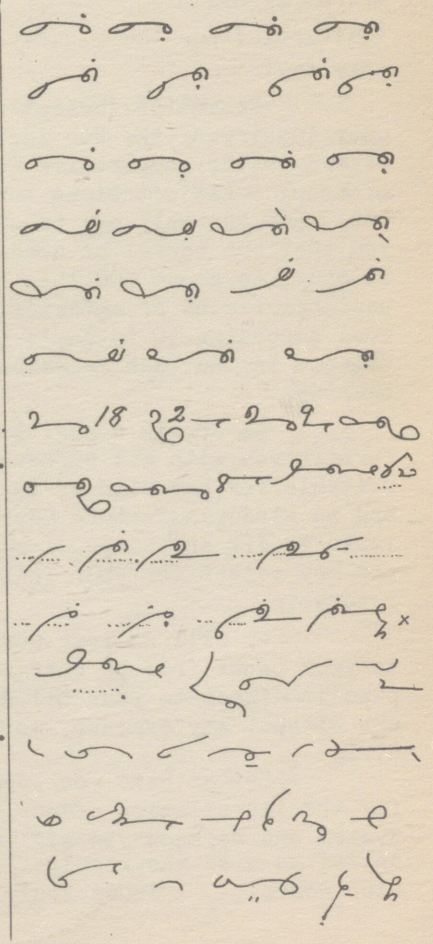
6 We will be glad to hear from you;we shall be glad to hear from you; we shall be glad to receive your.

7 Your estmd ltr of the 18th;
" " favor " " 2nd inst;
We have yr estd ltr""9th " ;
I am in rct of yr esteemed favor;

8 We are in rct of yr estd favor.
I am " " " " " ltr of the 8; in compliance with yr request; In consideration of the sum of.

9 Hope (ing to hr frm yu)-soon;
" " " " " " in reply).

10 Hoping to hear-(to recv).



16th STUDENT'S LESSON LETTER

on

FUEL OIL v. s. C O A L

Dictate same letter to 20 different addresses.
(Speed requirement,-140 words per minute.)

Mr. D. B. Hill,
Utica, N. Y.

Dear Sir:

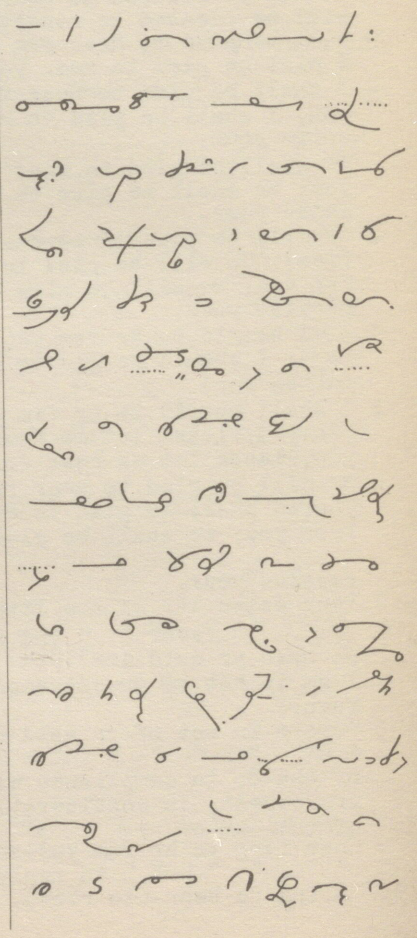
We-are-in-receipt-of-your-inquiry-of-the-8th-inst. in-regard-to-the-comparative costs of using crude petroleum and coal, and in reply beg to advise you that one barrel of crude oil is equal to about 600 lbs. of the best bituminous or anthricite coal according to to-day's quotations in the "San Francisco Examiner."

We are in a position to furnish you with Oil Burners suitable for any kind of furnaces and we also manufacture Supply Tanks to fit any shape of space you may select for your fuel-oil reservoir.

We will deliver our oil to your tanks free of charge and pipe it direct to your Oil-Burners without any expense, work or dirt.

Let us have your order for the installation of our Oil-System and we know you will be satisfied with the results.

(155 words) Yours truly,



17th STUDENT'S LESSON LETTER

on the

RAILROAD --- BUSINESS

(Practice every word and phrase separately. Take from dictation 10 times. Read notes aloud; then, speed test.)

Samuel P. Sloan,
General Traffic Agent, P. R. R.,
Sunbury, Pennsylvania.

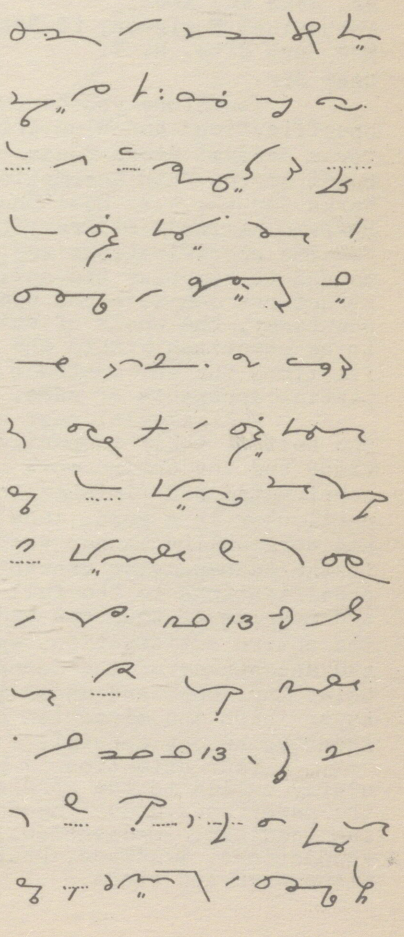
Dear Sir:

I enclose herewith a copy of our Contract for the transportation of the Ringland Brothers' Shows to be moved from Harrisburg to Reading, thence to Allentown and East Pen Junction in May next.

Our understanding with the owners of the shows is that we are to furnish motive power at Harrisburg; to receive the cars empty from the T. & P. R. R. Company as soon as they are loaded on the T. and P. R. R. tracks, after their arrival at that point on May 13th; and, also, place the cars in position for loading on our tracks the day or night of May 13th.

It is also understood that after the unloading is completed, we are to deliver the cars empty to the C. & A. R. R. of N. J. at Allentown.

(151 words) Very truly yours,



18th STUDENT'S LESSON LETTER

TECHNICAL BUSINESS LETTER TO MECHANICAL ENGINEER

IN-RE CONSTRUCTION OF STORE HOUSE FOR N. Y. W. S.& B R.R.,

at FRANKFORT, N. Y. (Practice and study;

Dictation requirement,-10 times; one quadruple transcript.)

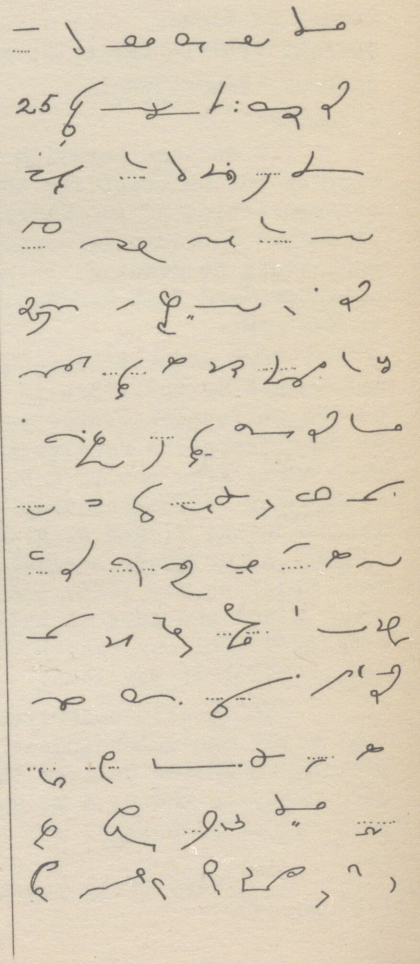
Mr. John McE Ames,
Mechanical Engineer, 25 Broadway,
New York City, N. Y.

Dear Sir:

I-enclose-you-herewith specifications and-blue-prints for-a General Store-House to-be built at-the-Main Locomotive Works for-the N.Y. West Shore & Buffalo Railroad at Frankfort, N. Y. The specifications are intended to comprise the entire structures complete and ready for occupancy, the whole of said work to be comprised within the specifications for any contract or partial contracts of same.

All material must be of the best of their respective kinds and the entire work must be constructed and finished in every particular in a good, substantial and workmanlike manner according-to-the-accompanying drawings and specifications to the full extent and meaning of the same and to the entire satisfaction, approval and acceptance of the Company's Chief Engineer, and under the supervision and direction of such Agent as he may appoint.

Your attention is particularly called to the wording of the paragraphs under the following headings: Excavations, Foundations, Trenches, Drainage, Stone-work and stone,



18th STUDENT'S LESSON LETTER

ON CONSTRUCTION OF A STORE HOUSE

for the

N.Y.W.S.& B.Railroad, at Frankfort, N. Y. (continued)

A dot written in the middle below K-R consonants with E following may express,-PENTER,-S as well, as in the phrase,- Carpenter's work.

Concrete, Morter, Cement, Brick-work, Piers, Lumber and Carpenters' work; Window-frames, Roofing, Flooring, Platforms and Plank.

Steel and Wrought-iron work, Roofing Trusses, Cast-iron work, Tin work, Roof-felting and Slate work, Ventilators, Galvanized-iron-work, Glazing-and Painting.

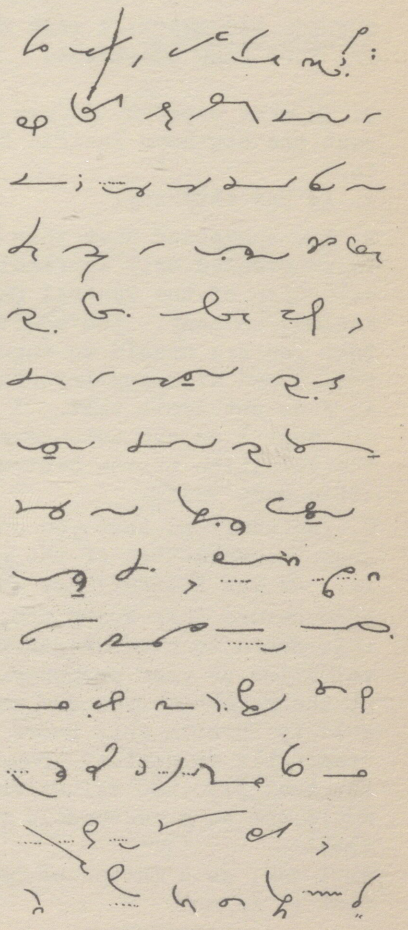
We should be glad to have you express your opinion on-any point in the Contract interlining any alterations you-may think advisable, as we are anxious to have these specifications so complete that it will not be necessary to make any changes after the Contract has been awarded.

Thanking you in advance for your attention, we are,

Very truly yours,

P R E S I D E N T.

(281 words)



19th DICTATION EXERCISE. TESTIMONY

Excerpt from testimony taken at the meeting of the State Board of Assessors, Jan.10th to Jan.15th,1910, at the Executive Chamber, State Capitol, Carson City, Nevada, and reported in full by James D. Finch,T.J.Salter and Archibald Dickson, author of Dickson Shorthand.

GOVENOR DICKERSON: I want to ask Mr. Burk some questions:

Q. In what capacity do you represent the Southern Pacific R.R. Co.?
A. As Tax Attorney.

Q. You suggested that this Board is interested only in finding the valuation of the Central Pacific Railway Company. You admitted that you are unable to furnish this Board with any information?
A. I do not admit that. I do admit that I am not able to state the valuation of the Central Pacific Main Track.

Q. You admitted that you did not know the valuation of the property. As Tax Attorney you came here before this Board and asked this Board to place a reasonable valuation on your property, and at the same time you are not able to furnish this Board any reasonable valuation? Can you say that $100,000 valuation would not be a reasonable valuation?
A. I say, as a matter of belief, that it is not.

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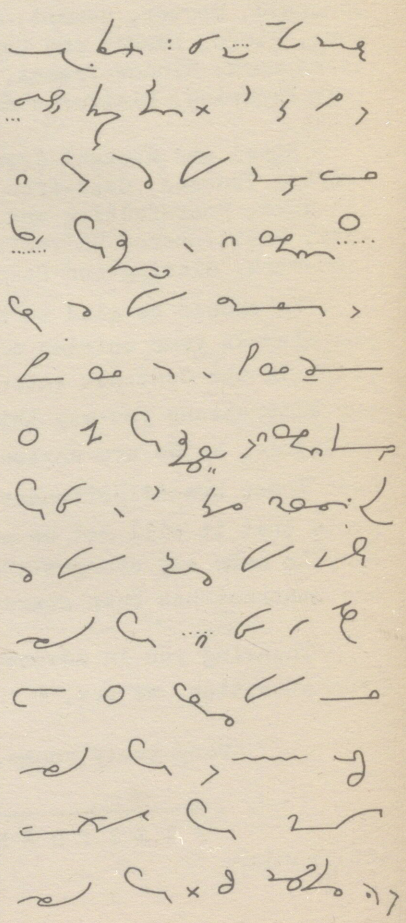

(143 WDS)

20th DICTATION EXERCISE
on
INTERNAL IMPROVEMENTS

(Dictation time 1 minute. Transcribe notes.)

The New Era of Internal Improvements:

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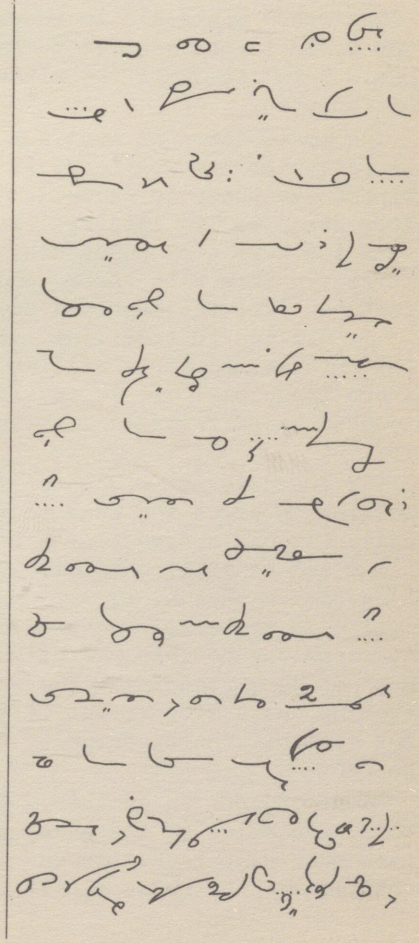
"Congress should adopt the Hoover program for national construction, as follows:

The ship Canal from the Great Lakes to New York; complete the Mississippi Valley waterways from Chicago to New Orleans and from Pittsburgh to Kansas City; the Cumberland and Tennessee power and navigation dams; the protected intercoastal waterways from Maine to Texas; Boulder Dam on the Colorado River between Nevada and Arizona; power and irrigation works in the San Joaquin and Sacramento Valley; power and irrigation on the Columbia River.

We are to receive $200,000,000 a year from foreign governments in part payment of our War Loans. Half of this amount expended annually for a few years would complete the above stupendous projects which would be of inestimable value to the United States in times of peace and War."
(133 words)



21st DICTATION EXERCISE

THE-WORLD-WANTS-ALL TO SUCCEED

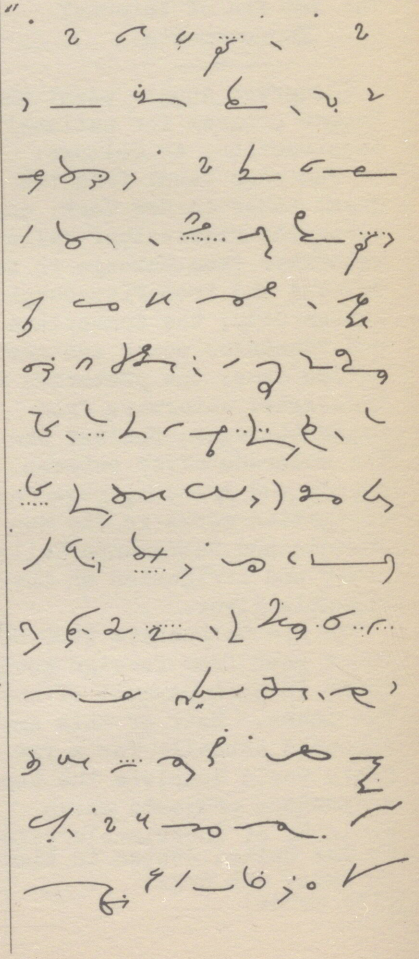
"The world wants all to succeed. The world is not hostile to any one. Thinking-so is the mistake of failures.

The world does not want any one to fail. On the contrary, it wishes everybody to succeed. It does honor to its leaders. It sets its heroes on pedestals. It repays them with honors and fortune. For the poor and needy it is willing to sacrifice. For the unfortunate it is willing to share its cloak. It is easily touched by suffering and infirmity.

The crowd is not a monster wishing to press the weak to the wall. It has a sportsman's heart and is willing to give the under dog a chance. -

Life is serious, of course, and to reach the heights the climber must do some plodding. The world owes no man a living, but it will not deny him the opportunity to go far.

We depend one on another. But there are rules of the game, and each must play fair. An infraction of the rules spoils the



21st DICTATION EXERCISE (Continued)

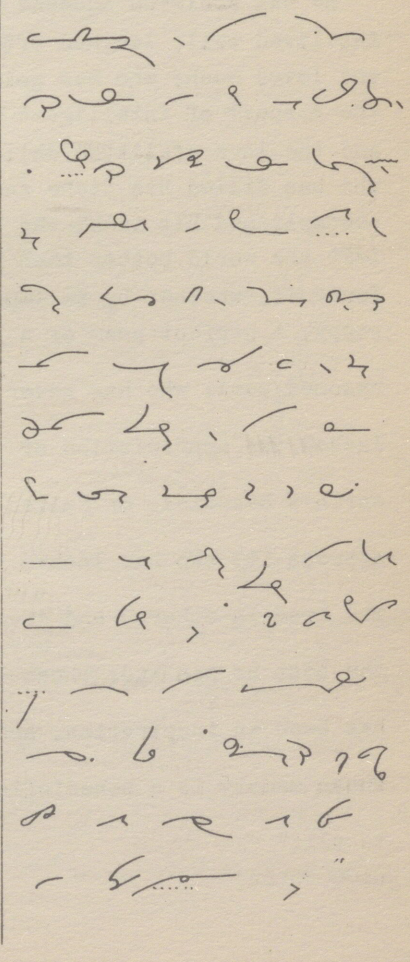
THE-WORLD-WANTS-ALL TO SUCCEED

(Five times from dictation and notes transcribed.)

game for others, sometimes it makes it even impossible for others to carry on. Then the outlaws must be got rid of. Sometimes they must be punished. But when such a course is necessary, society is acting not because it wishes to punish, but for its own protection.

The world wants everyone to do well. But it will not take lying down the assaults of those who wantonly destroy its life, its property and pursuit of happiness."

(249 words)

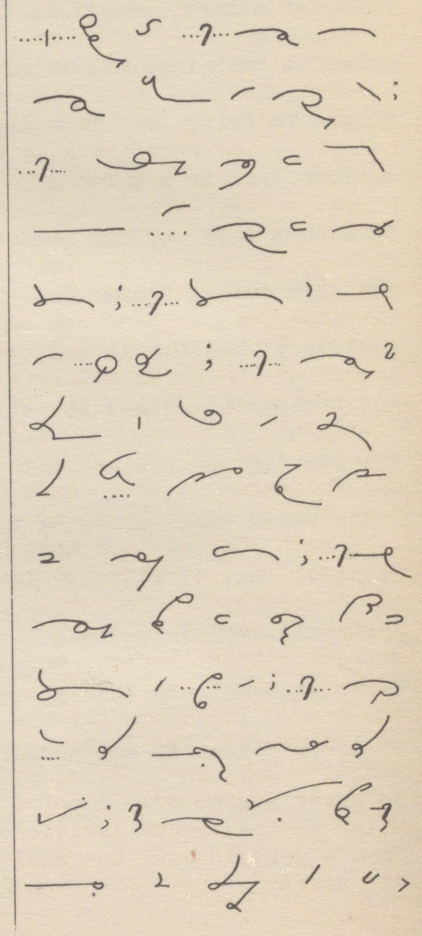


23rd DICTATION EXERCISE

A SUCCESSFUL LIFE

(To be practiced and taken 20 times from dictation and transcribed. Commit to memory while practicing.)

"He has achieved success who has lived well, laughed often and loved much; who has gained the respect of intelligent men and the love of little children; who has filled his niche and accomplished his task; who has left the world better than he found it, whether by an improved poppy, a perfect poem or a rescued soul; who has never lacked the appreciation of earth's beauties, or failed to express it; who has looked for the best in others, and given the best he has had; whose life has been an inspiration, and whose memory is a benediction to all."
(100 words)

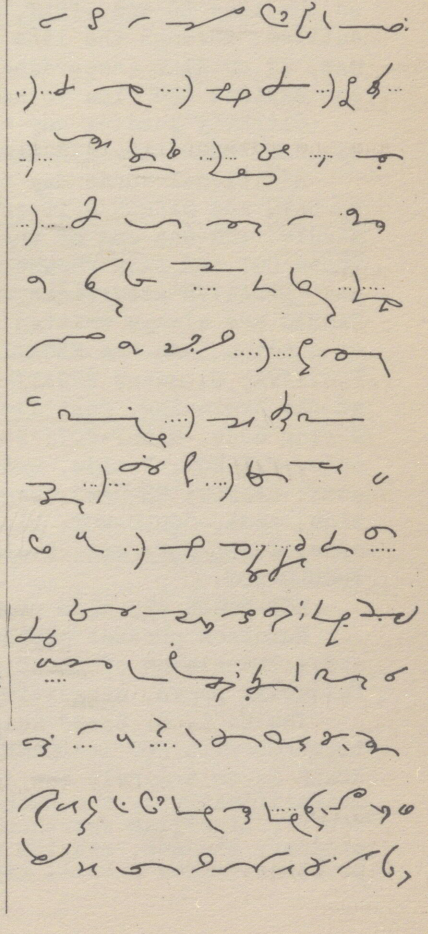


24th DICTATION EXERCISE

ANCIENT AND MODERN PHILOSOPHY

To be carefully studied, practiced, committed to memory and taken from dictation 10 times; then, typewritten at the rate of 50 words per minute.

What Ancient and Modern Philosophy has done for mankind: It has lengthened life; it has mitigated pain; it has extinquished diseases; it has increased the fertility of the soil; it has given new securities to the mariner; it has spanned great rivers and estuaries with bridges of form unknown to our fathers; it has lighted up the night with the splendor of the day; it has extended the range of the human vision; it has multiplied the powers of the human muscles; it has annihilated distance; it has facilitated entercourse, all friendly office; it has enabled man to descend to the depth of the sea, to soar in the air; to penetrate securely the noxious recesses of the earth; to guide the thunderbolt innocuously from heaven to earth; to whirl along on cars without horses, and the ocean in ships which sail against the wind. These are but a part of its fruits, for it is a philosophy which never rests, which is never perfected. A point which was yesterday invisible is its goal to-day, and will be its starting post to-morrow.



APPENDIX

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The D. L. S. Word Speed-Scale.

LOCATION DOT AND DASH SPEED PHRASE PRINCIPLE.

LOCATION WORDS:

The outlines for THAT, THIS, THOSE, THINK, FOR, IF, SEE, SO, SAY and a few other selected word-outlines are written,- above the line of writing to add,-THE or HAVE; on the line to add,-THAT, or the usual word given the outline; through the line of writing to add,-IS, HIS, AS, HAS, IT or WILL (according to assignment of word;) below and against the line to add,-TO, DO, HAD or WOULD.

Slightly shading any of these outlines adds,-BE, TO-BE, HAVE-BEEN. TO-HAVE-BEEN.

Additional words may be added to each phrase outline by DOTS and DASHES written before and after the beginning, middle, and the end of the shorthand stroke or outline. These DOT and DASH Phrase words combined express,-POSITIVE and NEGATIVE assertions,-(Yes or No.) POSITIVE DOTS and DASHES are always written on the right side of the stroke or outline, and the NEGATIVES on the left side. P. means POSITIVE; N, means NEGATIVE side of stroke. A brief M at the beginning, Positive side, (right side) adds,-MIGHT; N-side adds,-MIGHT-NOT; P-side,Middle,adds,-MAY, N-side adds,-MAY-NOT; P-side, end of stroke, adds,-CAN; N-side adds,-CANNOT; SH-DASH, beginning. P-side, adds,-COULD; N-side,-adds,-COULD-NOT; Middle, P-side, adds,-SHALL; N-adds,-SHALL-NOT; end, P-side, adds,-SHOULD; N-side adds,-SHOULD-NOT.

DOT-WORDS are also used as illustrated on next page.

Numerous phrases expressing the expansive power of the above Principles of the D.L.S. SPEED SCALE are shown in the following pages, suggesting thousands of other phrases.

The D. L. S. Speed Scale which includes LOCATION WORDS together with DOT and DASH (accompanying or added) SPEED-WORDS is an entirely new idea thought and worked out scientifically by the Author and Inventor of Dickson 20th Century Lightline shorthand, can be learned easily by the ordinary student, and its use, when memorized by a little practice. makes a still higher rate of speed possible.

-----o-----

A DOT written on right side at beginning of an UP or DOWN stroke,adds,-P. THAT-IS,THAT-HAS; N,-adds,- THAT-IS-NOT, THAT-HAS-NOT; middle,P.adds,-IT-IS(HAS);middle-N,adds,-IT-IS-NOT-(HAS-NOT); end-P.adds,-THINK or HAD; Arrow-Point,adds.-MUST;shading,-BE, TO BE, HAVE BEEN.

GENERAL EXERCISE

1 for-that-is-(has)-the; for-that-is-(has)-not-the; for-that-is-a-an-(is-not-a-an); for-that-is(is-not); for-that-is-what-(not-what).

2 for-it-is-(is-not)-the; for-it-is-(is-not)-a-an; for-it-is-(is-not); for-it-would, for it would not.

3 if-the; if; if-it;if-it-would.

4 if-it-is-(has)-the; if-it-is-(has)-a-an; if-it-is-(has); if-it-would.

5 if-it-is-not-(has-not)-the; if-it-is-not-(has-not)-a-an; if-it-is-not-(has-not); if-it-would-not.

6 see-the; see; see-it-(his,as); to-see.

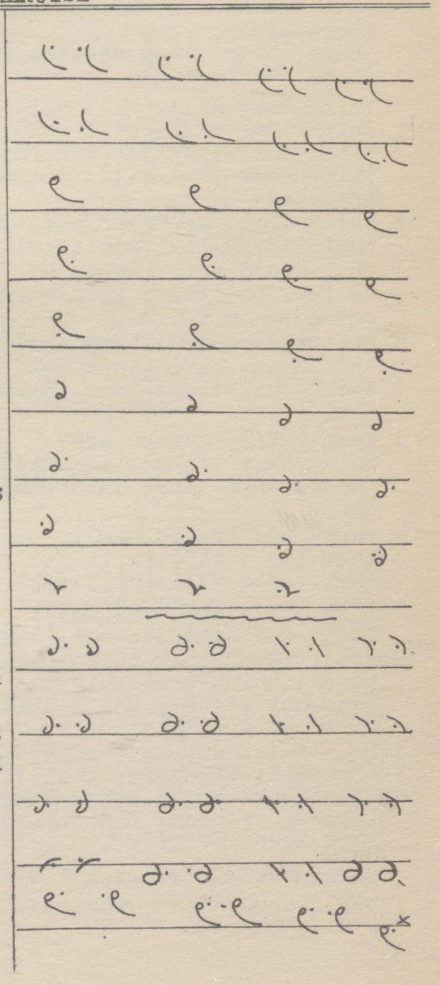
7 see-it-is-(has)-the;see-it-is-(has)-a-an; see-it-is-(as,has); see-it-would.

8 see-it-is-not(has-not)-the; see-it-not(has-not)-a,an; see-it-is-not-(has-not); to-see-it-would-not.

9 that-must-have; that-must-have-been.

Add same speed words as given (in different positions) to FOR, IF and SEE in above illustration, to the following word outlines by the D.L.S.Speed Phrase Dot:

SO, SAY, WHICH, THAT, AND THOUGH, AS, THIS.



The word THERE when alone takes LOCATION WORDS, but not DOT and DASH SPEED PHRASE WORDS, (See line 1.)

W-DASH after beginning adds,-WHAT or WILL; written before, adds,-WILL-NOT; after middle, adds,-WAS; before middle, adds,-WAS-NOT; after end, adds,-WOULD; before end, adds,-WOULD-NOT. The word THAT is joined to THIS,THESE,THOSE, without an angle.

1 there-have; there,their, they-are;there-is (has); there-would.

2 think-that-will-(will-not)have; think-that-will-(will-not); think-that-it-will-(will-not); think-what-that-will; think-that-had.

3 think-that-was;think-that-was-(not);think-that-would;think-that-would-not; (Write No. 3 in four positions with words added as in No. 2.)

4 that-these-have-(have-not); that-those-have-(have-not); think-that-these-have-(have-not).

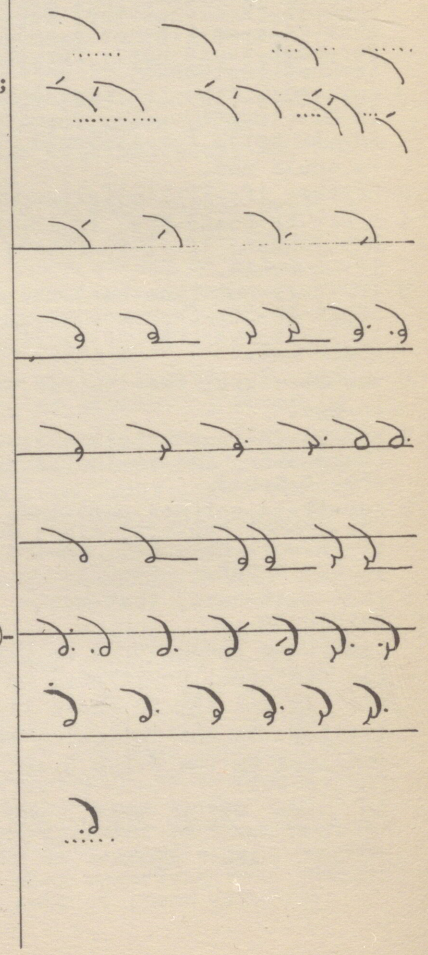
5 that-these: that-those; think that these;think that those; that-they; think-that-they.

6 that-this-is-(is-not); that-these-will-(will-not); that-those-will-(will-not).

7 think-that-this-is-(has); think-that-this-is-not-(has-not); think-that-this-is-(has)-to-be; think-that-this-was-(was-not)-to-be; think-that-those-will-(will-not)-be.

8 that-this-has-been; think-that-this-has-been; that-these-have-been; think-that-these-have-been; that-those-have-been, (etc.).

think-that-this-has-not-been; etc., etc., "ad infinitum."



SPECIAL S SPEED PHRASES

Double lengthened S when written above the line adds, THAT-HAVE or THAT-THE; On the line, adds, THAT; Through the line, adds, THAT-IT-(IS), THAT-IT-HAS, THAT-IT-WILL; Below the line, adds,- TO, WOULD, COULD. Dot and Dash words may also be added to these D. L. S. SPEED PHRASES. I, WE, YOU, THEY, also added as illustrated below.

1 see-that-the;see-that-I-have: see-that-we-have;see-that-you-have;see-that-they-have.

2 see-that; see-that-I;see-that-we;see-that-you;see-that-they.

3 see-that-it-is-(has); see-that-it-will;see-that-I-will; see-that-we-will;see-that-you-will; see-that-they-will.

4 (to)-see-that-it-would; (to)-see-that-I-would; (to)-see-that-we-would; (to)-see-that-you-would; (to)-see-that-they-would.

5 say-that-the; say-that; say-that-it; (to)-say-that-it-would.

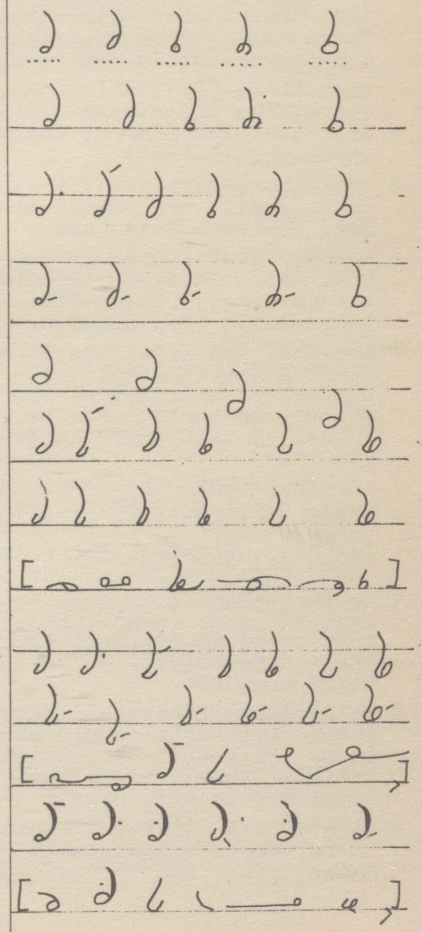
6 so-that-the;so-that-it-will-have;so-that-I-have;so-that-we-have;so-that-you-have;so-that-they-have.

7 so-that-a;so-that; so-that-I; so-that-we; so-that-you; so-that-they.

8 so-that-it-(is); so-that-it-was; so-that-I-will; so-that-we-will; so-that-you-will; so-that-they-will.

9 so-that-would; so-that-it-would; so-that-I-would; so-that-we-would; so-that-you-would; so-that-they-would.

10 see-that-it-might-have-been; see-that-it-has-been-(not been);so-that-(it)-should-have-(been); say-that-(it)-has-not-been; see-that-(it)-would-have-been.



The S and TH LENGTHENING PRINCIPLE

In the following Special Speed Phrases, the words, THAT, THINK, SEE, SAY, SO, may be lengthened four times their original size, thereby expressing the phrase, (THAT-THERE-(IR), THAT-THEY-ARE, THINK-THAT-THERE-(IR), THINK-THAT-THEY-ARE, with Location Words together with Dot and Dash words added, as illustrated in,

GENERAL EXERCISE

1 that-there-have; think-that-there-have; think-that-there-would-have-(would-not-have).

2 that-there-(ir); think-that-there-are; think-that-they-are; that-there-were; that-there-should-(not).

3 that-there-may-(not); that-there-shall; that-there-was-not; that-there-is-(has).

4 think-that-there-is-(has),-(has-not); think-that-there-was-(was-not); think-that-there-would-(would-not).

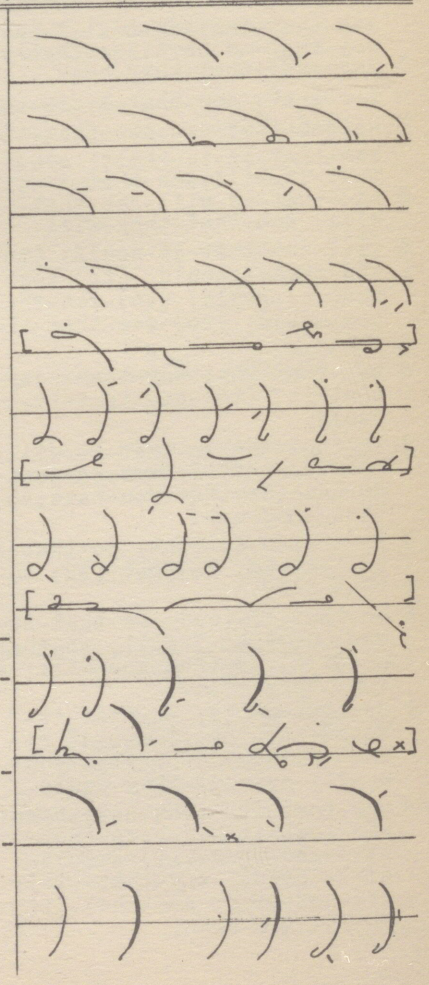
5 see-that-they-are; see-that-there-will-(will not); see-that-there-was; so-that-there-was-not; so-that-there-is-(has); so-that-there-is-not-(has-not).

6 say-that-there-should-(should not); say-that-there-might-(might not); say-that-there-is-(has); say-that-there-is-(not)-(has not).

7 so-that-there-is-(has); so-that-there-is-(has)-(not); so-that-there-would-(be); so-that-there-should-be: so-that-there-could-be.

8 think-that-there-would-have-been; that-there-should-have-been; think-that-there-should-not-have-been; think-that-there-was-to-have-been.

9 it-is-there; it-was-there; it-is-not-there; it-was-not-there; etc., (ad infinitum).



WHO, YOU, WOULD (with Dot and Dash) SPEED PHRASES

Lengthening the Shaded-W (Speed Word for WHO) may take Dot and Dash together with Location Words, ending in most cases with BE, TO-BE, on the line: HAVE-BEEN, TO-HAVE-BEEN, above the line, and with IT added when written through the line. When WILL, or WOULD follow the word YOU, enlarge the Hook, as in the phrase,- YOU WOULD BE, YOU WILL BE,-(line 10). Memorize phrases as given.

1 would-have, would-the; would; would-have; would-have-been; would-it; would-it-not; it would.

2 who-have, who-the; who; who it, who-is-(has); who it is (has); who-it-might; who it will; to whom, who w'd.

3 who might have (who might not h'v); who should (should not) have; who will (will not) have;

4 who is (has) to have; who-is-not (has not) to have; who may (may-not) have; who may have been, who-may-not-have-been.

5 who might (might not) have been; who may (may not) have been; who would (would not) have been.

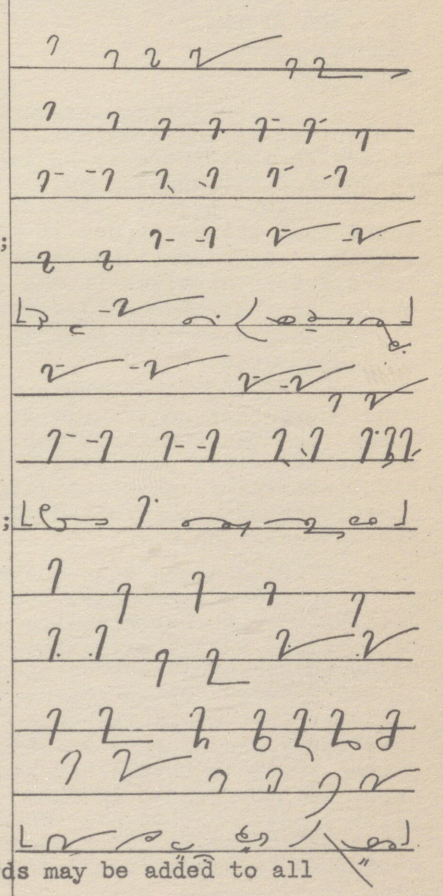
6 who might (might not) be; who may (may not) be; who should (should not) be; who is to be; who-does; who-would-be.

7 who-was; who-do; who-did; who-is; who-would.

8 who had to be; who had not to be; who-do, who-do-not; who-had-been; who had not been.

9 who did, who did not; who did you; who did they; who did that; who did right to; who did make.

10 you would have,-(been); you would; you wouldn't; you will be; you will be.



The brief M and CH Speed Words may be added to all D. L. S. Speed Scale Phrases.

14th STUDENT'S LESSON LETTER

IN RE APPLICATION WATER RIGHT

(Speed requirement: 150 words per minute.)

Mr. John Blank,
Watertown, N. N.
Dear Sir:

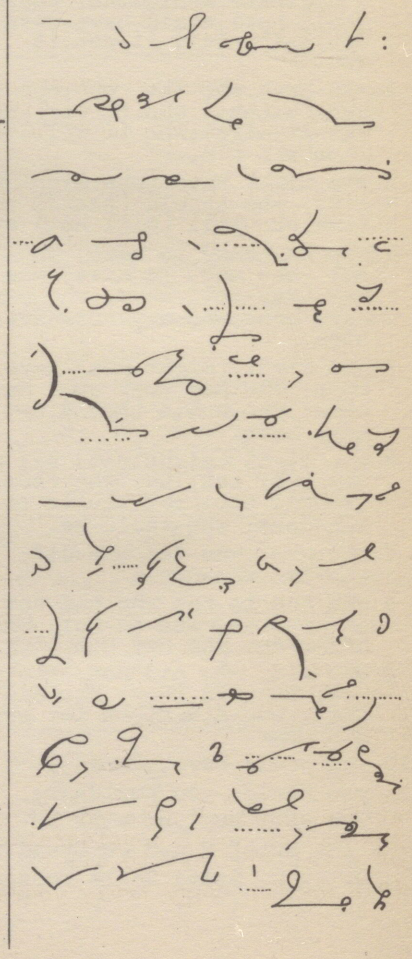
In-reply-to-your-communication-of-the-3rd-inst., beg-to-advise that-there-is-no legal reason for withholding-your application any-longer. I-think-there-is-a better chance of-your obtaining same-now. See-that-there-are-no mistakes in-the copies so-that-there-will-not-be any-possible-delay in-the-correspondence.

We-know that-there-would-have-been-no trouble in-the-matter had-the-first copies not called for-a prohibitive amount-of-water, thus inviting-the protest-of-the-Fruit-Growers' Association.

Please see-that-there-are proper drawings made, and-I-think-that-there-should-be blue-prints also showing-the exact number of miners' inches of water to be appropriated.

They-would-have-had-less worry and-expense in-the-matter if-these-things had-been properly attended to in-the-first-place. Let-us-hear-from-you-as-soon-as-the job has-been-done in-an acceptable-manner.

(171 words) Very truly yours,



21st DICTATION EXERCISE. SPEED CONTEST LETTER.

WINNER'S PRIZE-----$5.00-----

To be given by the Teacher of a Dickson 20th Century Lightline Shorthand A-Class as a prize to the student reaching the highest rate of speed above 200 words a minute. Class requirement,-175 words per minute. To be taken from dictation 10 times and notes read aloud before Contest:

The Deloan Company,
Cincinnati, Ohio.
Gentlemen:

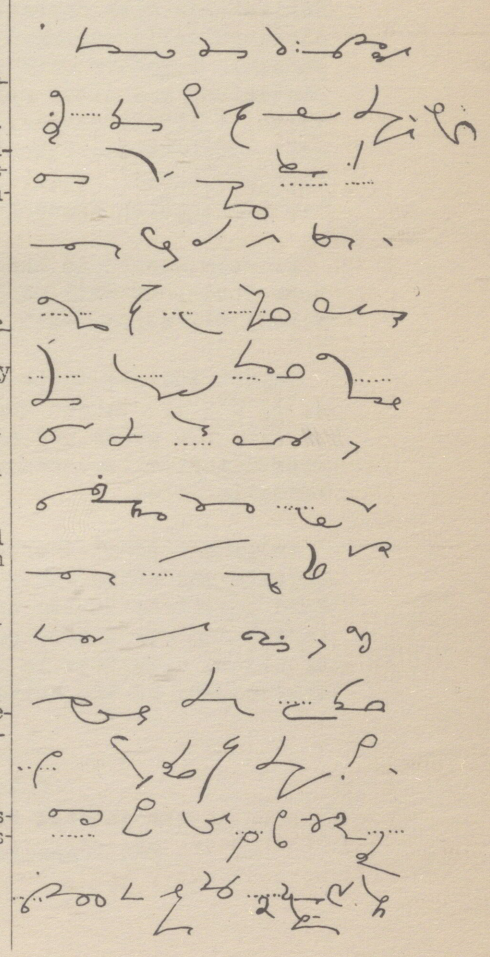
In-reply-to-your-letter-of-the-3rd-inst., we-would-say-that-it-is-not-necessary to-send-your agent at-this-time in-regard-to-the bill boards. We-know that-there-would-have-been no-delay in-the-first-instance had-the Mills furnished better transportation facilities.

We-think-that-it-was-right and-proper to have insured the material against-loss, and-if-you-will see-that-there-will-be-no further trouble in-the-delivery of-the-material, we-think-that-there-will-be-no-question about the payment-of-the-invoices when-received.

We-shall-be-pleased-to-hear-from-you-as-soon-as-you-receive this letter to the effect that-the Mills have-been notified so-that-they-may-be in-a-position to-carry-out-the orders of-our-Home-Office.

We-should-also like-to-have-you-give-us-the benefit of your own personal experience in-suggesting-the best-kind-of Suburban Bill-Board Advertising. We-now-have adequate funds to-advertise extensively and-we-want-to-use-them to-the-best-advantage. We-hope-you-will-arrange to-come at-the-earliest-date-possible, as-the-matter under-consideration is-of-vital interest to all of us.

(218 words) Very truly yours,



-----o-----

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